



**Quay Pacific Property Management Ltd.**

**Langley Office**

Please forward form request by:

**Mail:** #206-9440 202<sup>nd</sup> Street, Langley, BC V1M 4A6

**FAX:** 604-371-2207 | **E-mail:** [langleyforms@quaypacific.com](mailto:langleyforms@quaypacific.com)

**CANCELLATIONS**

Must be made in writing within 24 hours of placement of order or full charges will apply

CUT OFF TIME IS 12:00 PM NOON

Order received after this time will not be processed until the next business day. Orders are not provided on Weekends or Holidays.

# Strata Documents Request Form

**Date of Request (dd/mm/yyyy):**

**Invoice:**

**Requestor's Contact Information (Please print clearly)**

PERSON AND COMPANY REQUESTING INFO (full mailing address):

Contact Name: Phone #: Fax / Email:

**Property Information (must be filled out in full or the request cannot be completed)**

Strata Plan: Suite #  Family Transfer of Title  Re-Mortgage  Listing  
Strata Lot:  Add/Remove Title  Conveyance

Civic Address:

PID: Legal Description of Property:

VENDOR(S): PURCHASER(S):

Unit will be:  Owner Occupied  Physical Move In  Yes  No  Rented (must complete a Form K)  Existing Tenant  New Tenant  
 Physical Move Out  Yes  No

Purchaser's mailing address: Phone #:

Subject Removal Date: Completion Date: Possession Date: Email:

**Document Requested (@\$0.26 per page)**

**Form F - \$15.75 Certificate of Payment (Incl.GST)**   
**Form B - \$36.75 Information Certificate (Incl.GST)**   
Including : Current Budget, Developers Rental Disclosure Statement (if any), Rules (if any) Depreciation Report (if available)  
\* If this Strata Lot is part of a Sectioned Strata, you will receive and be charged for two Form B's. Sectioned Strata Rules and Regulations -www.recbc.ca

Current Bylaws  Current Monthly Financial  Engineering Reports  Insurance Information  Registered Strata Plan

Strata Minutes  AGM / SGM Minutes

**From:**

**Service and Delivery**

\*RUSH ORDERS are subject to a surcharge over and above the cost of Forms and/or copies (Incl.GST)

**Same Day \$367.50**  Plus Forms fee(s) **1-2 Business Days \$252.00**  Plus Forms fee(s) **3 Business Days \$157.50**  Plus Forms fee(s) **4-5 Business Days \$78.75**  Plus Forms fee(s) **Standard 7 Days**  Plus Forms fee(s)

**Pick-up (no additional charge)**  **Mail \$10.50 (incl. GST)**  **Fax \$10.50 (incl. GST)**  **Email \$10.50 (incl. GST)**

- Standard Service is as per Strata Property Act. If Priority level is not specified, standard services will apply.
- Orders received after 12:00 pm noon will be processed the following business day.
- Orders not picked up after 3 weeks will be destroyed. Charges will still apply.
- If you wish to cancel your request, please call to check the status of your order. If the documents are completed, full charges will apply.

**Payment Method (A valid credit card must be provided or your request will be delayed.)**

I wish to pay by:  **Credit Card** (Visa or MasterCard only)  **Debit** (for pick-up only)

Credit Card #: Name on Credit Card:

Card Expiry Date: Signature: Date:

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