



Quay Pacific Property Management Ltd.
Vancouver Office
 Please forward form request by:
FAX: 604-685-1423 | E-mail: vancouver@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:
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Property Information (must be filled out in full or the request cannot be completed)

Strata Plan:	Strata Lot:	Suite #:	<input type="checkbox"/> Re-Mortgage <input type="checkbox"/> Transfer of Title
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Civic Address:

PID:	Legal Description of Property:
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VENDOR(S):	PURCHASER(S):
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Unit will be (must check one):	<input type="checkbox"/> Owner Occupied	<input type="checkbox"/> Rented (must complete a Form K)	<input type="checkbox"/> Existing Tenant <input type="checkbox"/> New Tenant
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Purchaser's mailing address:	Phone #:
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Subject Removal Date:	Completion Date:	Possession Date:	Email:
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Document Requested (@\$0.26 per page)

Form F - \$15.75 Certificate of Payment (Incl.GST) <input type="checkbox"/> Form B - \$36.75 Information Certificate (Incl.GST) <input type="checkbox"/> 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	<input type="checkbox"/> Current Bylaws <input type="checkbox"/> Current Monthly Financial <input type="checkbox"/> Engineering Reports <input type="checkbox"/> Insurance Information	<input type="checkbox"/> Strata Minutes <input type="checkbox"/> AGM / SGM Minutes From:
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Service and Delivery *RUSH ORDERS are subject to a surcharge over and above the cost of Forms and/or copies (Incl.GST)

Same Day <small>Plus Forms fee(s)</small>	\$367.50 <input type="checkbox"/>	2 Business Days <small>Plus Forms fee(s)</small>	\$252.00 <input type="checkbox"/>	3 Business Days <small>Plus Forms fee(s)</small>	\$157.50 <input type="checkbox"/>	4-5 Business Days <small>Plus Forms fee(s)</small>	\$78.75 <input type="checkbox"/>	Standard 7 Days <small>Plus Forms fee(s)</small>	<input type="checkbox"/>
Fax \$10.50 (incl.GST) <input type="checkbox"/>	Email \$10.50 (incl.GST) <input type="checkbox"/>	<ul style="list-style-type: none"> 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. 							
Fax	Email								

Office Use Only:

	Outstanding :	Undertaking: Yes / No	P: S: IA:
Strata Fees:	Move-In/Out Fees:	Contingency Reserve Fund Balance:	