

INVOICE _____

Request For Strata Corporation Form F (Certificate of Full Payment) and/or Form B (Information Certificate) *Lawyers and Notaries Only* *please download the form*

When the form is complete, please email to: West Coast Property Management Company LTD. forms@westcoastpm.ca **Forms will not be released prior to payment, which will be confirmed and invoiced once order is received and total is calculated** ***NOTE: An additional \$50 processing fee will be incurred on any changes to document requests after initial submission; this includes changes to the documents requested and delivery timeline requested. Please ensure that you fill out the form correctly when submitted.***

Requestor Information: **Date of Completion:** _____
 Date of Request: _____ Contact Name: _____
 Contact Email: _____ Contact Phone: _____
 Requesting Firm: _____ Firm Address: _____

Building and Unit Information: **PID#:** _____
 Legal Description: _____
 Civic Address: _____
 Purchaser(s) Name (if applicable): _____
 Purchaser(s) Mailing Address(If they will not reside in unit): _____
 Purchaser(s) Email & Phone: _____
 Vendor(s)/Current Owner(s) Name: _____
 Vendor(s) Email & Phone: _____

Purpose of Request/Completion Information(Check Applicable):

Conveyance Mortgage/Refinance Add to Title Remove from Title

Forms Requested: Check all that apply, unless otherwise indicated standard delivery will apply and selected documents will be emailed at the specified cost to the "Requestor Email". **Any form request received after 1PM or outside of business hours will be considered received the next business day.**

Please Select Your Order
 from the drop down menu:

Please select your Service

All orders are delivered via Email only (\$10 + GST)

Additional Documents: *Please note the Strata Property Act requires the following documents if available to accompany every Form B request: Depreciation Report, Electrical Planning Report, Rules, Strata Corporation's Insurance Summary and the current Financial Statement including Budget. These documents and any others selected below are subject to a \$0.25 + GST per page charge.*

Meeting Minutes (Council and General), From MM/YYYY to MM/YYYY from _____ to _____

Engineering Report(s)(if available) Strata Plan Bylaws

Other Documents (please specify): _____