

INVOICE _____

Request For Strata Corporation Form B (Information Certificate) *Realtors, Owners and Financial Institutions Only*

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 Request: _____ Contact Name: _____

Contact Email: _____ Contact Phone: _____

Requesting Brokerage: _____ Brokerage Address: _____

****Please note that any request received from a Realtor must include an executed listing contract in order to be processed.***

Building and Unit Information:

Strata Plan #: _____ Strata Lot #: _____

Civic Address: _____

Current Owner(s) Name: _____

Vendor(s) Email & Phone: _____

Form and Delivery 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 requests received after 1PM or outside of business hours will be considered received the next business day.

Form B (\$35 + GST) ☐ Delivery Method Email Only (\$10 + GST)Standard: 7 days (No Charge) ☐ Rush: 3-6 days (\$100 + GST) ☐Priority: within 48 hours (\$200 + 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.

The above 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 format _____ to _____
Engineering Report(s) (if available) ☐ **Strata Plan** ☐ **Bylaws** ☐

Other Documents (please specify): _____