

Metrowest Building Services Ltd.

315 – 515 W Pender Street, Vancouver, BC V6B 6H5
Phone: (604) 681-2296 Fax: (604) 681-2297

Strata Document Request – For Realtors or Owners Please send request via email to metrowestbs@gmail.com

REQUESTOR INFORMATION (*Denotes Required Field)

Date of Request _____

*Requesting Firm _____

(For owners requesting the form, please provide first and last name)

*Requesting Firm Address _____

Unit Street City *Postal Code

*Contact Name _____ *Phone _____ Fax _____

*Contact Email _____

UNIT/BUILDING INFORMATION

*Strata Plan _____ Strata Lot _____ Name of Complex _____ *Unit No. _____ *Street Address. _____ *City _____

*Strata Lot Owner's Name _____

DOCUMENTS REQUESTED (Check all that apply) Please attach the owner's authority to order documents

- Form B - Information Certificate (includes a copy of most recent financials) \$35.00 + GST
- Basic documents must be included with Form B: Rules, Budget, Rental Disclosure and most recent Depreciation Report \$0.25/page + GST
- Engineer's Report (if any)
- Bylaws
- Registered Strata Plan (we do not copy individual pages - entire plan only)
- Minutes Package – two years including SGM and AGM minutes
- Other documents, please specify, but no selected minutes within 2 years

Additional Documents _____

PAYMENT IS REQUIRED BEFORE DOCUMENTS CAN BE RELEASED. For your convenience, we accept Cheque, Cash (exact change please) or e-transfer.

DELIVERY METHOD: Please choose one of the following delivery methods:

- Pickup - please call when documents are ready (no extra charge) (We accept e-transfer or cheque or cash)
- Email - please email the documents for \$5 + GST (We accept e-transfer ONLY)

Rush Fee Schedule: Documents will be ready in **5 business days** on a regular order. The following rush fees are charged for documents required sooner. Please check the appropriate box **if you require rush service**. Applications received **after 2 p.m. are treated as received the next business day**. Although we will do our best, please note that it cannot be guaranteed that documents are ready in 2 business days. If you order documents for 2 business days and they cannot be completed in that time frame, the rush fee will be reduced accordingly.

- Same Day add \$300
- 2 business days add \$250
- 2 business days add \$200
- 3 business days add \$150
- 4 business days add \$100

Required Authorization & Consent: I hereby declare that I have obtained valid written authorization from the owner of the strata lot as attached. I further agree that, unless I cancel this order before the work to fulfill the order has commenced, I will pay for the documents that I have ordered, whether I pick up the documents or not. Should payment be returned NSF, I will pay an additional \$25 + GST fee.

*Print Name: _____

*Signature: _____