

# 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](mailto: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)

- |   |                   |
|---|-------------------|
| <input type="checkbox"/> Form B - Information Certificate (includes a copy of most recent financials)                                       | \$35.00 + GST     |
| <input type="checkbox"/> Basic documents must be included with Form B: Rules, Budget, Rental Disclosure and most recent Depreciation Report | \$0.25/page + GST |
| <input type="checkbox"/> Engineer's Report (if any)   | \$0.25/page + GST |
| <input type="checkbox"/> Bylaws   | \$0.25/page + GST |
| <input type="checkbox"/> Registered Strata Plan (we do not copy individual pages - entire plan only)  | \$0.25/page + GST |
| <input type="checkbox"/> Minutes Package – two years including SGM and AGM minutes  | \$0.25/page + GST |
| <input type="checkbox"/> Individual Minutes or other strata documents- please list below or attach separate sheet                           | \$0.25/page + GST |

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)
- Fax - please fax the documents for \$10 + 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 \$125 + GST     3 - 4 business days add \$100 + GST  
( ) Next business day add \$150

**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: \_\_\_\_\_