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columbiaproperty.ca

## STRATA CORPORATION DOCUMENTS ORDER FORM

Requests for documents are processed upon receipt of this completed form. Requests received after 1:00 pm will be considered as received the following business day. Payment must be received prior to release of documents unless other arrangements have been made.

ORDER DATE: \_\_\_\_\_

REQUESTOR'S NAME: \_\_\_\_\_ COMPANY NAME (If Applicable): \_\_\_\_\_

REQUESTOR'S ADDRESS: \_\_\_\_\_

PH: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

STRATA PLAN NO: \_\_\_\_\_ STRATA LOT NO: \_\_\_\_\_ PID NO: \_\_\_\_\_

CURRENT OWNER'S NAME(S): \_\_\_\_\_

CIVIC ADDRESS OF UNIT: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

PURCHASER'S NAME(S): \_\_\_\_\_

WILL PURCHASER RESIDE IN UNIT?  YES  NO POSSESSION DATE: \_\_\_\_\_

IF NOT, PROVIDE PURCHASER'S ADDRESS: \_\_\_\_\_

**DOCUMENTS REQUESTED:**  NORMAL SERVICE (4 business days)

MINUTES: \$0.25/PG + tax

STRATA COUNCIL MEETING(S) FROM: \_\_\_\_\_ / \_\_\_\_\_ TO: \_\_\_\_\_ / \_\_\_\_\_  
MONTH YEAR MONTH YEAR

ANNUAL GENERAL MEETING(S) FROM: \_\_\_\_\_ / \_\_\_\_\_ TO: \_\_\_\_\_ / \_\_\_\_\_  
MONTH YEAR MONTH YEAR

SPECIAL GENERAL MEETING(S) FROM: \_\_\_\_\_ / \_\_\_\_\_ TO: \_\_\_\_\_ / \_\_\_\_\_  
MONTH YEAR MONTH YEAR

FORM B: \$35.00 + tax

INSURANCE: \$0.25/PG + tax

FORM F: \$15.00 + tax

OTHER (Please Specify): \_\_\_\_\_

CURRENT FINANCIAL STATEMENTS: \$0.25/PG + tax

EMAIL: \$5.00 + tax

CURRENT BYLAWS: \$0.25/PG + tax

FAX: \$5.00 (Local) / \$10.00 (Long Distance) + tax

STRATA PLAN: \$0.25/PG + tax

POSTAGE: \$5.00 + tax

**NOTE: All document orders will be processed within 4 business days by 4:00 pm on the last day. If you require them sooner there will be an additional fee for the expedited service, please check a box below.**

**ADDITIONAL COSTS FOR EXPEDITED SERVICES:**

Same Day: \$100.00 + tax

1 Day: \$75.00 + tax

2 Days: \$50.00 + tax