

**Lawyer & Notary Request Form (Form F – Certificate of Payment &/or Form B – Information Certificate)**



Please submit the completed request form by email to [forms@quaypacific.com](mailto:forms@quaypacific.com) or fax to (604) 525-1299 and to contact our office at (604) 521-0876 to confirm that we have received the request. Please note that **\*\*CUT OFF TIME IS 12 Noon\*\*** and form orders received after this time will not be processed until the next **business day**. Orders are not provided or processed on weekends or holidays.

535 Front Street  
New Westminister, B.C. V3L 1A4  
T: (604) 521-0876  
F: (604-525-1299  
E: [forms@quaypacific.com](mailto:forms@quaypacific.com)

Date Request (dd/mm/yyyy): \_\_\_\_\_

1. Contact Information (Please Print)			
Lawyer or Notary Office:			Attn:
Address:			
Phone No: ( ) ( )	Cell No: ( ) ( )	Fax No: ( ) ( )	E-mail Address:

2. Unit Information (Please Print)			
Strata Plan:	Strata Name:	Civic Address:	Unit Number:
Current Owner's Name:		Legal Description:	PID:

3. Purchaser & Sale Information (Please Print)			
Mr. / Mrs. / Ms / Dr	First name	Last Name	
Mr. / Mrs. / Ms / Dr	First name	Last Name	
Completion Date		Possession Date	
Vendors Name			
Unit will be: (Must check one)	Purpose of Order (Must check one):		Physical Move In: [ ] Yes [ ] No
[ ] Owner occupied	[ ] Family transfer of title	[ ] Re-Mortgage	Physical Move Out: [ ] Yes [ ] No
[ ] Rented	[ ] Add/Remove Title	[ ] Conveyance	

4. Forms and/or Documents requested (Disclaimer – All associated cost of documents is for scan and/or print)			
<input type="checkbox"/> Form F – Certificate of Payment	\$ 15.00 + GST = \$ 15.75	<input type="checkbox"/> Form B – Information Certificate	\$ 35.00 + GST = \$36.75
<input type="checkbox"/> Form B Attachments – Depreciation Report/Budget/Rental Disclosure Statement/Rules & Bylaws if available as per the SPA		\$0.25 per page + GST	

5. Service Fee (Rush fee is additional to regular order charges)	
<input type="checkbox"/> Standard – regular processing 7 days	<input type="checkbox"/> \$ 75.00 + GST - within 5 – 6 business days
<input type="checkbox"/> \$ 150.00 + GST - within 3 – 4 business days	<input type="checkbox"/> \$ 240.00 + GST - 1 – 2 business days
<input type="checkbox"/> \$ 350.00 + GST - same day service (order by NOON out by 5:00 p.m.)	

6. Delivery Method of Documents	
<input type="checkbox"/> Pick up at the Office	No Charge
<input type="checkbox"/> Email (Please provide email address: _____)	\$10.00 + GST = \$10.50
<input type="checkbox"/> Fax (Please provide fax number with area code: _____)	\$10.00 + GST = \$10.50
<input type="checkbox"/> Mail to Requestor's Address provided above	\$10.00 + GST = \$10.50

**7. Payment Method (CREDIT CARD ONLY)**

I agree to pay the charges in full upon placement of the order and understand this order is Non-Refundable. I agree that documents not picked up after 3 weeks will be destroyed.

\*\*Visa/Master Card/American Express # \_\_\_\_\_ \*\*Expiry Date: \_\_\_\_\_ (MM/YY)

\*\*Card Holder's Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature

Printed Name

**(IMPORTANT: PLEASE BE ADVISED THAT YOUR REQUEST WILL BE PROCESSED UPON RECEIPT OF THIS FORM. UNSUCCESSFUL COMPLETION OF THE TRANSACTION WILL NOT VOID THE REQUIREMENT TO PAY THE FORMS FEE)**