



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)			
Name of Person Requesting Documents:		Company (if Agent):	
Requestor's address:			
Phone No: ( )	Cell No: ( )	Fax No: ( )	E-mail Address:
Strata Plan #:	Strata Name:	Strata Lot #:	Strata Lot Owner's Name:
Civic Address of Strata Property:		Legal Description:	PID:

**2. Forms and/or Documents requested (Disclaimer – All associated cost of documents is for scan and/or print)**

- Form B – Information Certificate \$ 35.00 + GST = \$36.75
- Form B Attachments – Depreciation Report/Budget/Rental Disclosure Statement/Rules & Bylaws if available as per the SPA \$0.25 per page + GST
- Current Meeting Minutes – 2 Years \$0.25 per page + GST
- Strata Plan (not guaranteed to be registered strata plan) \$0.25 per page + GST
- Engineer's Report (if Available) \$0.25 per page + GST

**3. Owner Authorization**

I hereby confirm that I am  a registered owner or  an agent authorized by an owner (listing agreement attached) to receive the documents ordered. I agree to pay the charges in full and understand this order.

\_\_\_\_\_

**Authorized Signature** **Printed Name**

**4. Service Fee (Rush fee is additional to regular order charges)**

- Standard – regular processing 7 days  \$ 75.00 + GST - within 5 – 6 business days
- \$ 150.00 + GST - within 3 – 4 business days  \$ 240.00 + GST - 1 – 2 business days
- \$ 350.00 + GST - same day service (order by NOON out by 5:00 p.m.)

**5. Delivery Method of Documents**

- Pick up at the Office No Charge
- Email (Please provide email address: \_\_\_\_\_) \$10.00 + GST = \$10.50
- Fax (Please provide fax number with area code: \_\_\_\_\_) \$10.00 + GST = \$10.50
- Mail to Requestor's Address provided above \$10.00 + GST = \$10.50

**6. 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**