

**Lawyer & Notary Request Form
Form B – Information Certificate
Form F – Certificate of Payment**

(Please call to confirm we received your Fax or Email)

TEL: 604-521-0876 FAX: 604-525-1299 Email: forms@quaypacific.com



*******CUT OFF TIME IS 12 Noon*******

Order received after this time will not be processed until the next **business day**. Orders are not provided or processed on weekends or holidays.

Date of Request: _____

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:5303	Strata Lot#:	Strata Lot Owner's Name:
Civic Address:		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) <input type="checkbox"/> Owner occupied <input type="checkbox"/> Rented	Purpose of Order (Must check one): <input type="checkbox"/> Family transfer of title <input type="checkbox"/> Conveyance	<input type="checkbox"/> Add/Remove Title <input type="checkbox"/> Re-Mortgage Physical Move In: <input type="checkbox"/> Yes <input type="checkbox"/> No Physical Move Out: <input type="checkbox"/> Yes <input type="checkbox"/> No

4. Forms and/or Documents requested	
<input type="checkbox"/> Form B – Information Certificate (includes financials)	\$ 35.00 + \$ 1.75 GST = \$ 36.75
<input type="checkbox"/> Form F – Certificate of Payment	\$ 15.00 + \$ 0.75 GST = \$ 15.75

- Form B & F will only be released after undertaking is received in our office for the payment on forms ordered and amount o/s on the unit.

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 days
<input type="checkbox"/> \$ 150.00 + GST - within 3 – 4 days	<input type="checkbox"/> \$ 240.00 + GST - 1 – 2 business days
<input type="checkbox"/> \$ 350.00 + GST - same day service (order by 12 out by 5)	

6. Delivery (for 2 services would be \$15+GST, for 3 services would be \$20+GST)	
<input type="checkbox"/> Pick up / Courier	No Charge
<input type="checkbox"/> Fax	Add \$ 10.00 + GST on top of form fees
<input type="checkbox"/> Mail	Add \$ 10.00 + GST on top of form fees
<input type="checkbox"/> E-mail	Add \$ 10.00 + GST on top of form fees

(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)