



RENTAL & STRATA MANAGEMENT
REAL ESTATE SALES

PLEASE FAX TO: (250) 753-8290

STRATA PROPERTY ACT – REQUEST FOR INFORMATION

Date: _____

Forms Required: Form F Form B Bylaws Rules & Regulations
(Check all that apply) Financial Information Other: _____
 Minutes: _____

Completion Date: _____ Civic Address: _____

Legal Description of the Property: _____

PID: _____

Purchaser(s):

Vendor(s):

To be Owner Occupied? YES NO

If not owner occupied, please supply the address where correspondence should be sent:

FEES:

Form B – Information Certificate	\$35.00 + TAXES
Form F – Certificate of Payment	\$15.00 + TAXES
Rush Charge	\$ SEE BELOW
Photocopies	\$0.25 per page
Fax/Email/Mail Charge	\$ 5.00 + TAXES

(please note some documents are too large for email or fax)

PLEASE NOTE:
****WE ACCEPT CASH, CHEQUE OR MONEY ORDER! ****
You will be notified when your documents are ready for pickup.

RUSH? YES (**please select rush time below:**) NO

If so, the documents will be ready within:

- two (2) business days** of ordering at an additional fee of \$100 + applicable taxes
- three (3) business days** of ordering at an additional fee of \$75 + applicable taxes
- four (4) business days** of ordering at an additional fee of \$50 + applicable taxes

Otherwise in accordance with the *Strata Property Act*, a notice of **seven (7) business days** is required for the fulfillment of a form request. Should you require the documents in less time a rush charge will apply in addition to the document fees.

INFORMATION REQUESTED BY:

Contact Name/Company: _____

Email & Phone Number(s): _____

Billing Address: _____

I hereby agree to pay the costs associated with my request, based on the above noted fees to Widsten Property Management Inc.

Signature