

Document Order -Form

original  revised  cancellation

Realtor, Owner(s), Financial Institutions

**Requestor Certification**

I certify that I am an:
<b>Owner(s)</b>
<b>Realtor</b> with Owner authroization for this request
<b>Financial Institution or Mortgage Broker, with Owner(s) authorization for this request</b>

**Requestor Information**

Name of Real Estate Brokerage/Financial Insitution/Mortgage Brokerage		
Contact Name		
Address (street, city, province, postal code)		
Phone No. -Office	Phone # -cell	Fax Number:
Email Address:		

**Strata Lot Information:**

Strata Plan No.	Strata Lot #	Unit #
Parcel Identifier (PID)		
Address (street, city, province, postal code)		

**Order Details**

GST will be added to all charges.

**General Documents Requested ( \$0.25/page)**

<b>Form B</b> -\$35.00 plus \$.25/page	<b>Insurance Summary</b> -strata
<b>Cancellation or Revision</b> \$ 30.00	<b>Insurance Policy</b> -strata -full
<b>Financial statements</b> -latest	<b>Moving Fee</b> Request form
<b>Bylaws &amp; Rules</b> -current	<b>PAD</b> -Pre-authorized Debit form
<b>Strata Plan</b>	<b>Extra Key/Fob</b> request form
<b>Engineering &amp; Depreciation Report</b> (within last 10 yrs or specify alternate period)	Other (specify _____)

**Meeting Documents Requested**

From (mm/dd/yy)

To: (mm/dd/yy)

	Strata Council Meetings		
	Annual General Meetings & Notices		
	Special General Meetings & Notices		

Note:

All Form B requests will include, per the Strata Property Act, if available

- The rules of the strata corporation
- The current budget of the Strata Corporation
- The Owner/Developer rental disclosure statement under sec 139 &
- The depreciation report

**Select Processing time**

	7 day Processing	\$ 0
	4 day rush	\$ 100 per order
	2 day rush	\$ 125 per order
	1 day rush	\$ 150 per order
	Same day rush -in by 12:00 pm & out by 5:00 pm	\$ 200 per order

**No Information Will be Provided by Telephone****Delivery**

	Email	\$ 0
	Pick up at our office	\$ 0
	Email & Pick up	\$ 10
	Mail	\$ 10 plus postage
	Fax	\$ 10 plus long distance charges

**Please email the completed form to [info@dpmonline.ca](mailto:info@dpmonline.ca).**

Orders submitted after 12:00 pm or on weekends or holidays will be registered the next business day.

Documents will be sent between 3:00 pm & 5:00 pm on the business day following the date of registration plus the service time frame requested.**Orders are Non-refundable** - Charges apply at the time an order is registered. Changes or cancellations may only be made, in writing, by a submission of a Revised Document Order Form.**A \$30.00 fee applies** to each change or cancellation submitted.

**Authorization & Agreement**

I certify that I have full authority to provide the information on this form, to obtain the information requested, to place this order as an authorized representative of the Vendor or Purchaser of the strata lot named above, and that the information is true and accurate to the best of my knowledge.

I hereby agree to all charges, terms and conditions contained in this document.

**Payment will be required in advance of documents being provided.**

<i>Visa or Mastercard number</i>
<i>Expiry Date (mm/yy)</i>
<i>Cardholder name as it appears on credit card</i>
<i>Signature of cardholder (cardholder hereby agrees that the order is non-refundable and will the charges , in full, upon order placement)</i>

\_\_\_\_\_  
*Name -authorized signatory (print)*

\_\_\_\_\_  
*Signature authorized signatory*

\_\_\_\_\_  
*Date (dd/mm/yyyy)*