

Document Order Form - Lawyers

original revised cancellation

Requestor Information

Name of Law Firm		
Contact Name		
Address (street, city, province, postal code)		
Phone No.	Fax No.	Email Address

Strata Lot Information:

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

Vendor Information:

Vendor Name(s)	
Vendor -Law Firm Name	Vendor -Law Firm Contact Name
Vendor -Law Firm -Telephone Number	Completion Date: <u>You Must Notify Us if This Changes</u>

Purchaser Information: ** MANDATORY **

We will send important strata information to the purchaser after Completion.

Purchaser Name(s)		
Phone No.(s)	Cell No. (s)	Email address(s)
Purchaser(s) Current Address(s) (street, city, province, postal code) ** full mailing address		

Order Details

Documents Requested

	Form B -\$35.00 plus \$.25 per page	
	Form F -\$15.00 plus \$.25 per page	For All Form F requests where balances are due, a lawyers letter of undertaking will be required.
	Cancellation or Revision \$ 30.00	

	Strata Insurance Summary -\$.25 per page	
	Full Strata Insurance Policy -\$.25 per page	
	Moving Request Form	
	Pre-authorized Debit Form (PAD)	
	Extra Key/Fob Request Form	

GST will be added to all charges.

Meeting Documents Requested	From (mm/dd/yy)	To: (mm/dd/yy)
Strata Council Meetings		
Annual General Meetings & Notices		
Special General Meetings & Notices		

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

Note:

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

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

Please email the completed form to : 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. Changes and cancellations are subject to acceptance at the sole discretion of DPM STRATA.

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 to be paid from sale proceeds at time of completion.

Name -authorized signatory of law firm (print)

Signature authorized signatory of law firm

Date (dd/mm/yyyy)