

## DOCUMENT ORDER FORM – REALTORS AND OWNERS

- Timing – for details on how to determine your required service levels, please see page 2 of this form
- Orders can be processed only upon receipt of this completed form and acceptable payment arrangements
- If you have any questions about the timing of the availability of your documents, please call
- All fees are net of taxes, GST is extra

**Our Contact Information:**

Name and Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Information:**

Strata Plan No.: \_\_\_\_\_ Unit No. \_\_\_\_\_ Strata Lot No.: \_\_\_\_\_

Current Owner(s) \_\_\_\_\_

Civic Address of Unit: \_\_\_\_\_

**Documents Requested:**

Form B: \$35.00 Plus Attachments as per SPA 59(4) at \$0.25 / page

(Minutes, Bylaws and Engineering Reports are also available on our website for self service at no charge)

MINUTES: \$0.25 /pg

Meeting(s): from MM / YYYY to MM / YYYY  Council  Annual & Special

Current Bylaws: @ \$0.25/page  Engineering Report(s): @ \$0.25/page

Strata Plan: \$15.00  Others, specify: \_\_\_\_\_

**Fees for Rush Service:** (per order and additional to document fees above, based on **business** days)

I would like to receive my form on MM / DD / YYYY therefore I will require a Service Level of (Q? – please call):

(0) Same Day \$350  (1) Next Day \$225  2 Days \$175  3 Days \$125  4 Days \$75  5+ Days \$0

(Same Day service is only available until **noon** – documents ready at 3 pm – call to confirm)

**Delivery:** (select all that apply)

Pick-Up – n/c  Regular Mail: \$15.00  Fax \$15.00  E-Mail \$15.00

**Payment:**

Cash n/c  Credit Card \$5.00

**Payment must be made in advance via cash or Credit Card only. To pay by Credit Card, please complete:**

Visa/Master Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_

Card Holder's Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Same day and Next Business Day Rush Orders are **Non-Refundable**. For all other orders, changes or cancellation requests must be received within 12 hours of receipt of order, and changes recieved after 12 hours will be considered a canellation and new order. A \$15.00 processing fee applies to all credit card payments.

**Owner Authorization:**

I hereby confirm that I am a registered owner or an agent authorized by the owner and entitled to receive the documents ordered. I agree to pay the charges in full upon placement of the order and understand this order is **Non-Refundable as described above**. I agree that documents not picked up after 2 weeks may be destroyed.

**Authorized Signature:** \_\_\_\_\_ **Authorized Signature:** \_\_\_\_\_

*The personal information requested and subsequently provided is for the purposes of identification, processing payments, ensuring the orderly management of the strata corporation and complying with legal requirements. The strata corporation is authorized to collect, use and disclose the personal information for these purposes.*

### **Document Order Forms – Timing of Availability:**

Please note that when calculating the delivery due date for documents, we count the business day the order form was received (until 5 pm) as Day Zero (0). This means that Day 1 (Next Day Service) is the following day, and 2 Day service is the 2<sup>nd</sup> day after receipt of the order form, and so on. The only exception to this rule is for Same Day Service (Day Zero), where the order form must be in before **noon** in order for us to have the documents available for you by 3 pm.

We do not process Documents on weekends or holidays, and if you order your documents and the availability date falls on a holiday, we will have the documents available for you the following business day.

If you have any questions about the timing of the availability of your documents, please call our offices – 604-200-1030 and select the prompt for forms.

#### ***Examples:***

Order received Monday @ 10 am – 5+ (Non Rush). Monday is Day Zero, and therefore the following Monday is day 7 (the 5<sup>th</sup> business day), and the documents will be available that following Monday afternoon.

Order received Monday @ 6pm – 5+ (Non Rush). Tuesday is Day Zero (because the order form arrived after the close of business on Monday), and therefore the following Tuesday is day 7 (5<sup>th</sup> business day), and the documents will be available that following Tuesday afternoon

Order received Monday @ 11 am – Same Day Rush – Documents will be available at 3pm.

Order received Monday @ 1 pm – Same Day Rush – Past the deadline, so this will automatically become a Next Day Rush and the documents will be available the next business day.

Order received Monday @ 4pm – 4 Business Day Rush – documents will be available on Friday

Order received Monday @ 4pm – 5+ (Non Rush) - and the following Monday is a holiday. The documents will be available on Tuesday (the first business day following the holiday).