

**STRATA CORPORATION  
DOCUMENT ORDER FORM – Form B & F**

**General Information**

Name of Person Requesting Document(s): \_\_\_\_\_

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

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Registered Owners(s) First & Last Name: \_\_\_\_\_

Building Name: \_\_\_\_\_ Building Address: \_\_\_\_\_

Strata Plan: \_\_\_\_\_ Strata Lot #: \_\_\_\_\_ Unit #: \_\_\_\_\_

**Requested Documents (Check All Applicable)**

- |                                  |  |                              |                                 |
|----------------------------------|--|------------------------------|---------------------------------|
| Form B – Information Certificate | <input type="checkbox"/> \$35.00   | Engineering Report           | <input type="checkbox"/> \$5.00 |
| Form F – Certificate of Payment  | <input type="checkbox"/> \$15.00   | Depreciation Report          | <input type="checkbox"/> \$5.00 |
| Registered Strata Plan           | <input type="checkbox"/> \$2.00  | Current Financial Statements | <input type="checkbox"/> \$2.00 |
| Bylaws & Rules                   | <input type="checkbox"/> \$2.00  |                              |                                 |
| Strata Minutes (Select One)      | <input type="checkbox"/> \$2.00 (1 Year) or, <input type="checkbox"/> \$4.00 (2 Years) or, <input type="checkbox"/> \$6.00 (3 Years) |                              |                                 |

**Rush Fees - 7 Business Days Delivery Unless Rush Fee Selected (Select One)**

- |                     |                                   |                   |                                   |
|---------------------|-----------------------------------|-------------------|-----------------------------------|
| 5 - 6 Business Days | <input type="checkbox"/> \$100.00 | 2 Business Days   | <input type="checkbox"/> \$200.00 |
| 4 Business Days     | <input type="checkbox"/> \$150.00 | Next Business Day | <input type="checkbox"/> \$300.00 |
| 3 Business Days     | <input type="checkbox"/> \$175.00 | Same Business Day | <input type="checkbox"/> \$500.00 |

**Total Fees**

Subtotal: \_\_\_\_\_ (Plus Tax)      Tax Rate: 5.00%      Total: \_\_\_\_\_

**Delivery Method (Select One)**

In Person Pickup       Email \_\_\_\_\_

**Additional Information (Form F Only)**

---

Purchaser(s) First & Last Name(s): \_\_\_\_\_

P.I.D #: \_\_\_\_\_ Will the purchaser be residing at this address?  Yes  No

If No Complete Non-Resident Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

E-mail: \_\_\_\_\_

**Visa Card Authorization**

---

Visa Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_

Card Holders Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

We/I hereby authorize Korecki Real Estate Services to charge my/our fees for the total amount listed under "Total of All Fees" plus applicable taxes. I/We hereby acknowledge that if I/we have made an error in calculating the "Total of All Fees" Korecki Real Estate Services may adjust the number accordingly and charge the newly adjusted "Total of All Fees" without further notification to me/us.

**Acknowledgements**

---

We/I hereby confirm that We/I am the registered owner(s) of the above property or an Agent(s) authorized by the owner(s) and entitled to receive the requested documents. I understand that as a Realtor and/or an appointed Agent, I will be required to provide documentation proving that I have been authorized by the owner(s) to request these documents. I further agree to pay the charges in full upon placement of the order and understand that this order is non-refundable once processed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\*Please completed in full, sign and email to the address below.