



INVOICE _____

Request For Strata Corporation Form F (Certificate of Full Payment) and/or Form B (Information Certificate) *Lawyers and Notaries Only*

When the form is complete, please mail or email to: West Coast Property Management Company LTD. info@westcoastpm.ca / 208 - 8333 Eastlake Drive, Burnaby, BC V5A 4W2

Forms will not be released prior to payment, which will be confirmed and invoiced once order is received and total is calculated

Requestor Information: _____ **Date of Completion:** _____
Date of Request: _____ Contact Name: _____
Contact Email: _____ Contact Phone: _____
Requesting Firm: _____ Firm Address: _____

Building and Unit Information:
PID#: _____ Legal Description: _____
Civic Address: _____
Purchaser(s) Name (if applicable): _____
Purchaser(s) Mailing Address(If they will not reside in unit): _____
Purchaser(s) Email & Phone: _____
Vendor(s)/Current Owner(s) Name: _____
Vendor(s) Email & Phone: _____

Purpose of Request/Completion Information(Check Applicable):
Conveyance Mortgage/Refinance Add to Title Remove from Title

Forms Requested: Check all that apply, unless otherwise indicated standard delivery will apply and selected documents will be emailed at the specified cost to the "Requestor Email". ***Any form request received after 1PM or outside of business hours will be considered received the next business day.***

Form B(\$35 + GST) _____ Standard, 7 days (No Charge) _____
Form F (\$15 + GST) _____ Rush, 3-6 days (\$100 + GST) _____
Form F&B(\$50+ GST) _____ Priority, within 48 hours (\$200 + GST) _____

Delivery Method: Mail or Email (\$10 + GST) _____ Office Pickup (No Charge) _____
Documents can be sent via requestor courier at requestor cost, we will contact you when they are ready for pickup

Additional Documents: Please note the Strata Property Act requires the following documents if available to accompany every Form B request: Depreciation Report, Rules, Developer's Rental Disclosure(Form J) and the current Financial Statement including Budget. These documents and any others selected below are subject to a \$0.25+GST per page charge.

Meeting Minutes(Council and General), From MM/YYYY to MM/YYYY format _____ to _____
Engineering Report(s)(if available) _____ Strata Plan _____
Bylaws _____
Other Documents(please specify): _____