INVOICE _____

Request For Strata Corporation Form B (Information Certificate) *Realtors, Owners and Financial Institutions 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 Request: _____ Contact Name: _____

Contact Email: _____ Contact Phone: _____

Requesting Brokerage: _____Brokerage Address: _____

Please note that any request received from a Realtor must include an executed listing contract in order to be processed.

Building and Unit Information:

Strata Plan #: _____ Strata Lot #:_____

Civic Address:_____

Current Owner(s) Name: _____

Vendor(s) Email & Phone: _____

Form and Delivery 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 requests 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) ☐

Rush, 3-6 days ($100 + GST) ☐ Priority, within 48 hours ($200 + GST) ☐

Delivery Method Email Only ($10 + GST)

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)*: _____