



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 email to: West Coast Property Management Company LTD. forms@westcoastpm.ca *Forms will not be released prior to payment, which will be confirmed and invoiced once order is received and total is calculated* **NOTE: An additional \$50 processing fee will be incurred on any changes to document requests after initial submission; this includes changes to the documents requested and delivery timeline requested. Please ensure that you fill out the form correctly when submitted.**

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) Form F (\$15 + GST) Form F&B (\$50 + 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): _____