



INVOICE \_\_\_\_\_

**Request For Strata Corporation Form B (Information Certificate) \*Realtors, Owners and Financial Institutions Only\***

When the form is complete, please email to: West Coast Property Management Company LTD. [forms@westcoastpm.ca](mailto: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 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) ☐ Delivery Method Email Only (\$10 + GST)

Standard: 7 days (No Charge) ☐ Rush: 3-6 days (\$100 + GST) ☐

Priority: within 48 hours (\$200 + GST) ☐

**Additional Documents:** *Please note the Strata Property Act requires the following documents if available to accompany every Form B request: Depreciation Report, Rules, Strata Corporation's Insurance Summary and the current Financial Statement including Budget.*

The above 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): \_\_\_\_\_