

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](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 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, Strata Corporation's Insurance Summary 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): \_\_\_\_\_