

Please return completed request forms by fax (604-855-9825) or by e-mail (admin@ecmstrata.com). Requests received after 12:00PM will be deemed received the following business day. Orders are not processed on weekends and/or statutory holidays

## Request for Strata Corporation Records & Documents

### General Information

Requestors Name : \_\_\_\_\_ Company Name: \_\_\_\_\_

Company Address : \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail Address : \_\_\_\_\_

Strata Plan # : \_\_\_\_\_ Strata Lot # : \_\_\_\_\_

Civic Address of Strata Lot : \_\_\_\_\_

Registered Owner's Name(s) : \_\_\_\_\_

Delivery method:  Pick-Up  E-Mail

Documents required by : \_\_\_\_\_, 20 **Note:** *Rush fees apply to requests required sooner than 7 days.*

### Information Required for Form F (Lawyers & Notaries)

Purchaser's Name(s) (Form F only) : \_\_\_\_\_

Purchaser's Phone (Form F only) : Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Legal Description: \_\_\_\_\_

P.I.D. #(Form F only) : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Is Purchaser Residing? (Form F only) :  Yes  No

If No, Non-Resident Address : \_\_\_\_\_

Completion Date (Form F only) : \_\_\_\_\_, 20 Possession Date (Form F only) : \_\_\_\_\_, 20

### Required Documents

**Form F - Certificate of Payment**  **Form B - Information Certificate** (plus required attachments as per Sec. 59 of the SPA)

**Note:** *An additional fee of \$0.25 per page will be charged for any attachments, as per Sec. 4.4 of the SPA Regulations*

Reason for Request:  Listing  Conveyance  Re-Finance  Add/Remove from Title  
 Other: \_\_\_\_\_

### Additional Documents

Registered Strata Plan  Bylaws  Current Financial Statements  Year-End Financial Statements  
 2 Years of Minutes  Engineer's Report  Other: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: X \_\_\_\_\_ Date: \_\_\_\_\_, 20

**Note:** REALTORS®, please include a signed copy of your listing agreement for the subject property.  
Request for Strata Documents

Revised: September 2021

## Price List

Form B	\$35.00
Form F	\$15.00
Attachments (Minutes, Bylaw, etc.)	\$0.25 per page

### PRIORITY SERVICE FEES

Same Business Day (Orders received by noon)	\$350.00
Second Business Day	\$250.00
Third Business Day	\$200.00
Fourth Business Day	\$175.00
Fifth Business Day	\$150.00

- Taxes: Applicable taxes will be added to all orders.
- Delivery: Additional charges may apply for mail or fax services. Charges may vary depending on size of package.
- Exceptions apply.

## Important Notes & Conditions

- **CANCELLATIONS:** Any cancellation request must be made within 24 hours (or next business day before 10:00 am, in case of weekend/holiday) of placement of order; otherwise, full charges will apply.
- **SAME DAY SERVICE:** ECM can't guarantee to provide same business day priority service; however, every effort will be made to release information documents within same day. Upon same day priority service request, ECM will make every effort to make documents ready by 4:30 pm (if ordered before 12:00 pm); otherwise, we will not charge same business day priority fees and we will put your order at the next priority service level.
- **OWNER'S AUTHORIZATION:** If you are a realtor or any third party, acting on behalf of owner(s), requesting documents or information under the Strata Property Act, we require the request to be in writing accompanied by authorization from the property owner.
- **STANDARD CHARGES & SERVICE:** The Strata Property Act provides for the provision of a Form B, Information Certificate and Bylaws or Rules within 7 days and other documents within 14 days. The Strata Property Act also prescribes the fees payable for the preparation of these documents. The fees payable are a maximum of \$35.00 (plus tax) for a Form B and a charge of up to .25 cents per page (plus tax) for all requested documents. We strongly suggest that you order documents well in advance. ECM Strata Management may charge priority fees to orders requested within a time frame that is shorter than that prescribed by the Strata Property Act.
- **CONFIDENTIAL DOCUMENTS:** It is understood that certain documents may not be provided to owners or to prospective buyers if the Strata Council of the Strata Corporation has instructed the Strata Property Agent that these documents are of a confidential nature. In these instances it is the responsibility of the Strata property owner to communicate with the Strata Council of the Corporation as the Strata Property Agent is acting on the direction of the Strata Council
- **UNCLAIMED DOCUMENTS:** Fees for all documents requested from and provided by ECM must be paid whether the documents are picked up or not. Unclaimed documents will result in future requests (prior to processing) being prepaid as well as the unclaimed documents paid in full.
- **INTERPRETAION:** The interpretation of a bylaw or information in question should be at the discretion of either the Seller or the Buyer and their legal counsel engaged to represent their legal interests. ECM or Strata Corporation is not responsible to interpret any document.
- **PRICES LIST:** ECM strata management can change regular & priority service fees at any time without notification.