

LAWYER OR NOTARY REQUEST FORM-2021

Requestor Information:

1. Lawyers/Notaries Agency Name: _____ File #: _____
2. Conveyancer Name: _____ E-Mail: _____
3. Requestor Agency Phone Number: _____ Ext: _____
4. Requestor Agency Address: _____
5. Forms Being Requested: ☐ **Form F** ☐ **Form B** ☐ **Form H**

Strata Corporation Information:

1. Address: _____
2. Strata Plan # _____ Strata Lot # _____ Unit # _____
3. PID # _____ Refinance? ☐ Title Change? ☐ Purchase? ☐
4. Vendor's Last Name: _____ Vendor's Lawyer _____
5. Purchaser's Names: _____
6. Purchaser residing? ☐ Yes ☐ No
7. If above is NO, mailing address of purchaser: _____

8. Purchaser's phone numbers: _____ e-mail: _____
(mandatory) (mandatory)
9. Completion Date: _____ Possession Date: _____

Charges for Preparation of Forms:

RUSH FEE = \$100.00 + GST (same day)
RUSH FEE = \$75.00 + GST (next business day)
RUSH FEE = \$50.00 + GST (2 business days)
RUSH FEE = \$35.00 + GST (3 business days)
RUSH FEE = \$25.00 + GST (4 business days)

Form B = \$35.00 + GST = \$36.75
Form F = \$15.00 + GST = \$15.75
Deprecation Report = \$10.00 + GST = \$10.50

(Please note that Rush fees are in addition to Form fees)

****Rush fees are over and above the cost of the Forms and are based on Business days, they do not include weekends and/or holidays. ****

Requests for documents can only be made upon us receiving a COMPLETED request form. Requests submitted after 12 noon will be dealt with the next business day. All cancellations must be made within 24hrs of the original request, otherwise full charges will apply. **Same day service can only be honored if request is made before 12 noon that day.** Extra documents (requested) will cost \$0.25 per page.