



Cornerstone Park Realty

604-791-1440
reception@cornerstoneparkrealty.com

REALTORS INFORMATION REQUEST FORM 2021

Date ordered: _____

Date Needed by: _____
(will be contacted once complete by 3:00pm)

Requests for documents can only be made upon us receiving a COMPLETED request form. Requests that come into the office after noon will be dealt with the following day. All cancellations must be made in writing within 24hrs of the placement of order, otherwise full charges will apply. Fees for all documents requested from and provided by our office must be paid whether the documents are picked up or not. Documents not picked up within 4 weeks will be destroyed, but charges will be outstanding. Strata Documents to be picked up will be at our above noted location.

Strata Corporation Information:

1. Strata Plan # _____ Strata Lot # _____ (required) Unit # _____
2. Property Address: _____ Complex Name: _____
3. Unit Owners Name _____ 4. MLS# _____

Requestor Information:

1. Realtor Name: _____ Pick-up Person: _____ (if different)
2. Real Estate Company & Billing Address: _____
3. Company Phone# _____ Cell# _____ E-Mail: _____

Information Being Requested:

Costs

\$35.00 ☐ Yes **Form B** (Includes the following mandatory documents at .25 cents per page:
A current Financial Statement, Rental Disclosure Statement, Rules and Depreciation
Report and/or Depreciation Report updates

I wish to **waive** receiving any Depreciation Report(s) and I am willing to sign a waiver ☐ NO or ☐ Yes

- | | | |
|-----------|------------------------------|--|
| \$0.25/pg | ☐ Yes | Financials |
| \$0.25/pg | ☐ Yes | Bylaws and Rules |
| \$0.25/pg | ☐ Yes | Minutes (1 year) ☐ (2 years) ☐ (specific dates only) _____ |
| \$0.25/pg | ☐ Yes | Strata Plans (Phase _____) |
| \$0.25/pg | ☐ Yes | Insurance Summary Sheets |
| \$0.25/pg | ☐ Yes | Depreciation Report (if available) |
| \$0.25/pg | ☐ Yes | Building Documents |

in addition **RUSH FEES:** (1 week) no rush ☐ (4 days) \$25.00 ☐ (72 hr) \$35.00 ☐
(48 hr) \$50.00 ☐ (24 hr day) \$75.00 ☐ (same day-**must be ordered before noon**) \$100.00 ☐



Please Note:

- * All prices will have GST added and are subject to change without notice and are non-refundable.
- ** Rush fee charges are in excess of the \$35.00 Form B and .25 cents per page costs
- *** Rush fees are based on business days, and do not include weekends or holidays