FORM "B" and FORM "F" REQUEST

1) Date of Request: _____ Date Required: _____ How to Be Sent: _____

2) Strata Corporation: _____
Strata Lot(s): _____ Suite(s) #: _____

3) Requested By: (check one) Name, Address, Phone, Fax
- ☐ Seller/Owner _____
- ☐ Buyer _____
- ☐ Solicitor _____
- ☐ Authorized Agent _____
- ☐ Other: _____ _____

4) Forms and Attachments Requested:
- ☐ Form "F" (S15) $_____
- ☐ Form "B" (S35) $_____

Documents requested with Form "B" (25¢ / page)
- ☐ Minutes _____ # pgs. _____
- ☐ Financial Statements _____ # pgs. _____
- ☐ ByLaws _____ # pgs.
- ☐ Strata Plan _____ # pgs.
- ☐ Other: _____ _____ # pgs. _____

TOTAL _____
x 25¢ = $_____
Total Charges $_____
GST $_____
Total Invoiced $_____*

*COD except Lawyers with **Undertaking to Pay invoice** and any funds due Strata **Corporation**

5) If Sale: Completion Date Is _____ Buyer's: Name, Address, Phone _____
_____
_____
_____

6) Property Management Occupancy Status Confirmation

Contacted Purchaser _____ (date)
Unit to be Owner-Occupied as of _____ (date)
Unit to be Rented as of _____ (date)
Rental Management Status: _____
Confirmed by: _____ Date: _____
(Property Manager)

Welcome Letter Sent? _____ Date: _____

Circulate: 1. Accounting 2. Property Manager 3. Clerical 4. Property Manager 5. Requestor

Rev. January 3, 2001