



# CrossRoads Management Ltd.

## REQUEST FOR STRATA DOCUMENTS

Please return completed request forms via fax (778-578-4447) or email [info@crpm.ca](mailto:info@crpm.ca). Requests received after 12:00pm will be deemed received the following business day. Orders are not processed on weekends and/or statutory holidays.

### General Information

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

Phone #: \_\_\_\_\_

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

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

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

Required Documents	Reason for Request	Additional Documents .25 / page
<input type="radio"/> Form B - information Certificate (\$35)	<input type="radio"/> Listing	<input type="radio"/> Strata plan
<input type="radio"/> Form F - Certificate of Payment (\$15)	<input type="radio"/> Conveyance	<input type="radio"/> Two years of Minutes
<input type="radio"/> Miscellaneous Documents - <b>No form B/F</b> (.25 per page, larger files are a flat rate of \$10 per document)	<input type="radio"/> Re-Finance	<input type="radio"/> Bylaws
	<input type="radio"/> Add to Title	<input type="radio"/> Engineering Report
	<input type="radio"/> Remove from Title	<input type="radio"/> Other _____
	<input type="radio"/> Other _____	<input type="radio"/> Other _____

**PLEASE NOTE:** Financial Statements, Rules, Depreciation Reports, Rental Disclosure Statements and insurance summary are all required attachments on a Form B and (if applicable) will be automatically included with the Form B at a charge of **0.25 per page**.

As the Owner(s) of strata lot # \_\_\_\_\_, I/We hereby authorize \_\_\_\_\_ to obtain any and all of the above requested information and/or documents. \*Realtors can also include copy of listing agreement.

### Information Required for Form F only

Purchasers Name(s): \_\_\_\_\_

Purchasers phone #: \_\_\_\_\_

P.I.D #: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Is purchaser residing? \_\_\_\_\_ If not, non-resident mailing address: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Possession Date: \_\_\_\_\_

### Delivery Method

- Pickup
- Email \_\_\_\_\_
- You send courier

- 7 DAYS – 35 x 0.25 per page + gst – REGULAR SERVICE**
- 2-6 DAYS – 75 x 0.25 per page + gst – RUSH**
- 24 HRS – 150 x 0.25 per page + gst – RUSH**

### Pay By:

Cheque, Cash, Visa, MC # \_\_\_\_\_ EXP: \_\_\_\_\_ Signature: \_\_\_\_\_