



# CrossRoads Management Ltd.

## REQUEST FOR STRATA DOCUMENTS AND INFORMATION

Please return completed request forms via email [forms@crpm.ca](mailto:forms@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. **Please fill out the following form request in its entirety to avoid delays in receiving the documents.**

### 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
<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): \_\_\_\_\_ Email Address w/Consent: \_\_\_\_\_

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

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

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

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

### Delivery Method

- Pickup
- Email \_\_\_\_\_
- Courier (No COD)
- 7 DAYS - REGULAR SERVICE**
- 3 DAYS - 75 + gst - RUSH**
- 24 HRS - 150 + gst - RUSH**

### Pay By:

Cheque, Cash, Visa, MC # \_\_\_\_\_ EXP: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Must be signed to be valid)