



CrossRoads Management Ltd.

REQUEST FOR STRATA UNDERTAKING INFORMATION AND STRATA DOCUMENTS

Please return completed request forms via email 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 - No form B/F (.25 per page, OR larger files are a flat rate of \$10 / 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, 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 – INFORMATION WILL BE SENT AS SERVICE LEVEL SELECTED BELOW BY REQUESTOR

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 *Kindly allow to the end of our business day to receive your information and documents (4:30 pm)*

- ☐ Pickup
- ☐ Email _____
- ☐ Courier (No COD)

- ☐ **7 DAYS - REGULAR SERVICE – FOR INFORMATION**
- ☐ **3 DAYS – 100.00 + gst – RUSH – FOR INFORMATION**
- ☐ **24 HRS - 200.00 + gst - RUSH - FOR INFORMATION**

Pay By: Cheque, Cash, Visa, MC # _____ EXP: _____ Signature: _____
(Must be signed to be valid)