



CENTURY 21

Prudential Estates (RMD) Ltd.
Sales & Property Management

7320 Westminster Hwy.
Richmond, BC, V6X 1A1
Tel: 604-278-2121
Fax: 604-273-9021

Please return completed request forms by e-mail (Reception@Century21pel.com) or by fax (604-273-9021). Requests received after 1:00PM will be deemed received the following business day. Orders are not processed on weekends and/or statutory holidays.

Request for Strata Corporation Documents – Realtors & Owners

General Information

Requestor's Name: _____ Company Name: _____

Company Address: _____

Phone #: _____ E-mail Address: _____

Strata Plan #: _____ Strata Lot #: _____ Complex Name: _____

Address of Strata Lot: _____

Registered Owner's Name(s): _____

Delivery method: Pick-Up E-mail Fax Mail

Note: No charge for pick-up. An additional fee of \$5.00 plus tax will be charged for e-mailing or faxing, or the cost of postage if mailed. If documents are too large to fax or email, pick-up or mail may be required.

Documents required by: _____, 20 **Note: Rush fees apply to requests required sooner than 5 business days.**

Required Documents

Form B - Information Certificate (plus required attachments as per Sec. 59 of the SPA) **Other:** _____

Note: An additional fee of \$0.25 per page will be charged for any attachments, as per Sec. 4.4 of the SPA Regulations

Reason for request: Listing Re-Finance
 Other: _____

Additional Documents

Registered Strata Plan Bylaws Current Financial Statements Year-End Financial Statements

2 Years of Minutes Engineer's Report Strata Corporation's Insurance Certificate

Other: _____

By signing below, you agree to pay for the requested forms and documents and understand that they will not be provided until they are paid in full.

Signature: X _____ Name Printed: _____

Date: _____, 20

Note: REALTORS®, please include a signed copy of your listing agreement for the subject property with your document request.

**This page is NOT required to be submitted with requests and is for information purposes only.****Document & Rush Fees**

Form B – Information Certificate		
# of Business Days	Rush Fee + Form B + Tax	Cost Including Tax
1 Business Day	\$ 165.00 + \$ 35.00 + Tax	\$ 210.00
2 Business Days	\$ 150.00 + \$ 35.00 + Tax	\$ 194.25
3 Business Days	\$ 135.00 + \$ 35.00 + Tax	\$ 178.50
4 Business Days	\$ 115.00 + \$ 35.00 + Tax	\$ 157.50
5 Business Days	\$ 0 + \$ 35.00 + Tax	\$ 36.75

Form F – Certificate of Payment		
# of Business Days	Rush Fee + Form B + Tax	Cost Including Tax
1 Business Day	\$ 150.00 + \$ 15.00 + Tax	\$ 173.25
2 Business Days	\$ 130.00 + \$ 15.00 + Tax	\$ 152.25
3 Business Days	\$ 115.00 + \$ 15.00 + Tax	\$ 136.50
4 Business Days	\$ 105.00 + \$ 15.00 + Tax	\$ 126.00
5 Business Days	\$ 0 + \$ 15.00 + Tax	\$ 15.75

Form B – Information Certificate & Form F – Certificate of Payment		
# of Business Days	Rush Fee + Form B & F + Tax	Cost Including Tax
1 Business Day	\$ 315.00 + \$ 50.00 + Tax	\$ 383.25
2 Business Days	\$ 280.00 + \$ 50.00 + Tax	\$ 346.50
3 Business Days	\$ 250.00 + \$ 50.00 + Tax	\$ 315.00
4 Business Days	\$ 220.00 + \$ 50.00 + Tax	\$ 283.50
5 Business Days	\$ 0 + \$ 50.00 + Tax	\$ 52.50

Other Documents (Bylaws, Minutes, Depreciation Report, Etc.)	
# of Business Days	Rush Fee + Photocopying + Tax
1 - 2 Business Days	\$ 60.00 + \$ 0.25 per page + Tax
3 - 4 Business Days	\$ 40.00 + \$ 0.25 per page + Tax
5 Business Days	\$ 30.00 + \$ 0.25 per page + Tax
Regular Service	\$ 0.00 + \$ 0.25 per page + Tax

Note: No same day service. Requests received after 1:00PM will be deemed received the following business day. Orders are not processed on weekends and/or statutory holidays. Prices subject to change without notice. CENTURY 21 Prudential Estates (RMD) Ltd. reserves the right to only provide documents on a regular service as required under Section 59 (1) of the SPA.