



100-388 First Avenue
Kamloops, BC V2C 6W3

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F 250-851-2573
TF 1-888-851-9310

STRATA CORPORATION DOCUMENTS ORDER FORM

Requests for documents are processed upon receipt of this completed form. Requests received after 1:00 pm will be considered as received the following business day. Payment must be received prior to release of documents unless other arrangements have been made.

ORDER DATE: _____

REQUESTOR'S NAME: _____ COMPANY NAME (If Applicable): _____

REQUESTOR'S ADDRESS: _____

PH: _____ FAX: _____ EMAIL: _____

COMPLETION DATE: _____

STRATA PLAN NO: _____ STRATA LOT NO: _____ PID NO: _____

CURRENT OWNER'S NAME(S): _____

CIVIC ADDRESS OF UNIT: _____

LEGAL DESCRIPTION: _____

PURCHASER'S NAME(S): _____

WILL PURCHASER RESIDE IN UNIT? YES NO POSSESSION DATE: _____

IF NOT, PROVIDE PURCHASER'S ADDRESS: _____

DOCUMENTS REQUESTED: **NORMAL SERVICE (4 business days)** (Orders received after 12 noon – Day 1 begins the next business day)

NOTE: If you require expedited service, please check a box below:

ADDITIONAL COSTS FOR EXPEDITED SERVICES:

Same Day: \$100.00 + tax 1 Day: \$75.00 + tax 2 Days: \$50.00 + tax

NOTE: AS PER STRATA ACT REGULATIONS FORM B REQUESTS WILL INCLUDE: RULES OF THE STRATA CORPORATION, CURRENT BUDGET, CURRENT INSURANCE POLICY AND MOST RECENT DEPRECIATION REPORT, UNLESS OTHERWISE REQUESTED.

COPIES: \$0.25 PER PAGE + tax

COUNCIL MINUTES

FROM: _____ / _____
 MONTH YEAR

TO: _____ / _____
 MONTH YEAR

AGM MINUTES

FROM: _____ / _____
 MONTH YEAR

TO: _____ / _____
 MONTH YEAR

SGM MINUTES

FROM: _____ / _____
 MONTH YEAR

TO: _____ / _____
 MONTH YEAR

FORM B: \$35.00 + tax

INSURANCE:

FORM F: \$15.00 + tax

FAX: \$5.00 (Local) / \$10.00 (Long Distance) + tax

CURRENT FINANCIAL STATEMENTS:

POSTAGE: \$10.00 + tax

CURRENT BYLAWS:

OTHER (Please Specify): _____

STRATA PLAN: