

**Owner & Realtor Request for Strata Corporation Records and Documents and/or Information Certificate**



Orders will be processed by the

**Central Forms Office**

13468 77<sup>th</sup> Ave, Surrey, B.C. V3W 6Y3  
 Toll Free Phone: 1-877-595-8380  
 Toll Free Fax: 1-888-592-3640  
 Email: abc.Forms@associa.ca

Effective February 2015:

We will require credit card information prior to processing your request. Please fill in the fields below:

Credit Card Type:  MasterCard  Visa

Credit Card #: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**1 Contact Information (Please Print)**

Name of Person Requesting Documents:		Company (If Agent)	
Phone No: ( ) -	Cell No: ( ) -	Fax No: ( ) -	Email Address:
Requestor's Address:			
Civic Address of Strata Property:		Strata Plan	
Strata Lot Owners Name:		Strata Lot (indicate if more than one):	

**2 Documents & Records Requested**

Strata Minutes

From  /  To  /   
 mm/yy mm/yy

Please mark the applicable box clearly with an 'x' to indicate your request.

- Strata Council Meeting(s)
- Annual General Meeting(s)
- Special General Meeting(s)

Other Forms and Documents

- Form B – Information Certificate including the following attachments: Current Budget, Rental Disclosure Statement (if any), Rules (if any) and Depreciation Report (if one available) as per Section 59 (4) of the Strata Property Act
- Form B - standard attachments not needed: Current Budget, Rental Disclosure Statement (if any), Rules (if any) and Depreciation Report (if one available) as per Section 59 (4) of the Strata Property Act  
 \*Important Note: If this Strata Lot is part of a Sectioned Strata, you will receive and be charged for two Form B's. (Sectioned Strata Rules and Regulations – www.recbc.ca)
- Current Bylaws
- Current monthly financial statements (Balance Sheet and Income Statement)
- Most recent fiscal year end financial statement
- Registered Strata Plan
- Engineering Report - completed within the last 2 years

**3 Owner Authorization**

I hereby confirm that I am  a registered owner or  an agent authorized by an owner (listing agreement attached) and entitled to receive the documents ordered. I agree to pay the charges in full and understand this order is Non-Refundable.

Authorized Signature

**4 Service & Delivery**

Delivery Method

Please Select One

- EMAIL to Requestors Address
- FAX to requestor's address
- PICK UP at
  - Surrey Office
  - Vancouver Office
  - Kelowna Office

Service Request

- Standard As per the SPA see Page 2  
7 Days
- Rush Priority fees apply see page 2  
4 Days
- Hot Priority fees apply see page 2  
2 Days
- Same Day If ordered by 12:00 noon.  
By 5:00pm Priority fees apply see page 2

Important Information

\*Additional administration fees apply to priority services.  
 \*We do not accept cheque(s) or cash.  
 \*Ensure you fill out ALL fields or this may cause delays in processing your request.  
 \*Your credit card information will be shredded, once payment is processed.

Please see Page 2 for Current Pricing

# Forms and Documents Price List

## 1 Prices

Additional administration fees apply to priority services  
Applicable taxes will be added

	REGULAR
Form B	\$35
Form B attachments	.25 per page
Form F	\$15
Administration Fee (Form F only)	\$10
Minutes	.25 per page
Bylaws	.25 per page
Financials	.25 per page
Strata Plan	.25 per page
Engineering Report	\$25

PRIORITY SERVICE LEVELS			
	RUSH	HOT	SAME DAY
	\$120	\$240	\$360
	INCLUDED	INCLUDED	INCLUDED
	\$50	\$90	\$120
	\$10	\$10	\$10
	INCLUDED	INCLUDED	INCLUDED
	\$35	\$50	\$60
	\$10	\$15	\$20
	\$35	\$50	\$60
	\$25	\$50	\$60

## 3 Service Levels

### REGULAR

Documents will be ready in **7 days** as Per the Strata Property Act

### RUSH (Priority Service)

Documents will be ready in **4 business days**

### HOT (Priority Service)

Documents will be ready in **2 business days**

### SAME DAY (Priority Service)

Documents will be ready **by 5:00pm** on the day ordered if ordered before 12:00 noon

### CANCELLATIONS

Must be made in writing within 24 hours of placement of order or full charges will apply.

### CUT OFF TIME IS NOON

Orders received after this time will not be processed until the next business day. Orders are not provided or processed on Weekends or Holidays

## 3 Principles of Cooperation

- Documentation and information for listing purposes should be obtained from the strata lot owner (Seller) when the listing is taken. This will reduce the requirements for documentation and information at the time an offer is written and in turn, reduce costs. This will also enable the Realtor to better represent the Seller in the sale of their property.
- When requesting documents or information under the *Strata Property Act*, the Strata Property Agent requires the request to be in writing accompanied by authorization from the property owner to the Realtor to act on their behalf.
- The *Strata Property Act* provides for the provision of a Form B, Information Certificate and Bylaws or Rules within 7 days and other documents within 14 days. The *Strata Property Act* also prescribes the fees payable for the preparation of these documents. The fees payable are a maximum of \$35.00 (plus tax) for a Form B and a charge of up to .25 cents per page (plus tax) for all requested documents.
- Both parties understand and appreciate the complexities of the strata property transaction and realize that in certain circumstances, documents and information may be required to be obtained within a time frame that is much shorter than that prescribed by the *Strata Property Act* (7-14 days). In these instances, it is understood that fees higher than prescribed may be charged at the discretion of the Strata Property Agent.
- When listing a strata property it is common practice for Realtors to request that the Strata Property owner request documents from the Strata Property Agent, acting on behalf the Strata Corporation. In the spirit of co-operative effort, a Strata Property Agent should not advise a Strata Property owner that the Realtor should pay for obtaining documents or information. Section 59(7) of the *Strata Property Act* governs this matter.
- It is understood that certain documents may not be provided to owners or to prospective buyers if the Strata Council of the Strata Corporation has instructed the Strata Property Agent that these documents are of a confidential nature. In these instances it is the responsibility of the Strata Property owner to communicate with the Strata Council of the Corporation as the Strata Property Agent is acting on the direction of the Strata Council
- Fees for all documents requested from and provided by a Strata Property Agent must be paid whether the documents are picked up or not.
- The Bylaws of a Strata Corporation are sometimes open to interpretation. Neither the Strata Property Agent nor the Realtor should assume the responsibility of providing interpretation. The interpretation of a bylaw or information in question should be at the discretion of either the Seller or the Buyer and their legal counsel engaged to represent their legal interests.