

DOCUMENT ORDER FORM – Owners/Real Estate Agents

Please complete the following information and return by fax 604-987-9045 or email (admin@cccm.bc.ca) to our office. Documents will be prepared within one week upon receipt of your order and available for pick-up or by e-mail/fax. Orders received after 5 pm will be counted as received the following day. Same day rush orders received after 2 pm will be processed the following business day.

Date: _____ Strata Plan Number: _____
 Unit Number: _____ Strata Lot Number: _____ Name of Owner: _____
 Name of Real Estate Brokerage: _____ Contact Person: _____ Phone/Cell: _____
 Address of Company: _____

Date Information Required (**Note Fee Schedule**): _____

Minutes (Council, AGM): From: _____ To: _____
 (\$0.25/page)
Bylaws:
 (\$0.25/page)
Other (Specify) _____
 (\$0.25/page)
Form B: (\$35.00 plus 0.25/page)
Information Request (COOPs) (\$35.00 plus 0.25/page)

Included with the Form B, as per the Strata Property Act are the most recent Depreciation report (if any), Rental Disclosure Statement (if any), any Rules and the current Financial Statement.

ORDERS WILL BE COMPLETED BEFORE 5 PM ON THE DAY THEY ARE DUE

Please select your level of service:

Same Business Day Processing: \$350.00 per order (plus all regular fees as noted)
2 Business Days Processing: \$250.00 per order (plus all regular fees as noted)
3-4 Business Days Processing: \$180.00 per order (plus all regular fees as noted)
5-6 Business Days Processing: \$150.00 per order (plus all regular fees as noted)
7 Days – Standard order: Regular Charges Apply (Form B \$35.00, \$0.25 /page)

Documents Delivery Charges <input type="checkbox"/>	\$5.00
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If not selected our office will assume the order will be picked up

All fees plus GST

By placing this order, I am acknowledging that I am the owner of the noted property or that I have been appointed as the real estate Agent of the noted client and that on behalf of my real estate brokerage and personally, I agree to pay these fees. I agree that I am authorized to collect this information by the property owner. **All orders must be paid by cheque or credit card (Visa, Mastercard) before delivery of documents**

Information collected under this request will be used by C&C for the purposes of identification and communication, processing payments, responding to emergencies, management of the strata corporation, compliance with applicable laws and may be used to market its products and services.

Print Name: _____ Signature: _____ Date: _____ 2019-04-16