



OWNER & REALTOR DOCUMENT REQUEST FORM

Re-Mortgaging Subject Removal

STRATA PLAN # STRATA LOT # SUBJECT REMOVAL DATE:

CIVIC ADDRESS:

Table with 4 columns: REQUESTED DOCUMENTS, REGULAR 7DAYS, RUSH 2-6BUSINESSDAYS, URGENT 1BUSINESSDAY. Rows include FORM B, BYLAWS CURRENT, FINANCIAL STATEMENTS, STRATA PLAN, INSURANCE CERTIFICATE, MEETING MINUTES, and 2 YEARS INCLUDING AGM & SGM MINUTES.

Owner Name/Real Estate Firm Name:

Address: City Postal

Telephone Number: Fax Number:

Contact Person: Email:

NOTE: REQUESTS RECEIVED AFTER 12:30 PM WILL BE DEEMED AS RECEIVED THE FOLLOWING BUSINESS DAY. Our best efforts will be made to comply with an "URGENT" or "RUSH" order; however, we cannot guarantee your request will be met.

Unless undertaking is provided, payment (based on the applicable Schedule of Charges) is due at the time by INTERAC to strata@suttonmaxrealty.com

Date Signature of Owner/Realtor

The above signature hereby agrees to pay the above charges to Sutton Max Realty and Property Management. for services rendered whether the documents are picked up or not.