

STRATA MANAGEMENT & PROPERTY MANAGMENT

LAWYER & NOTARY DOCUMENT REQUEST FORM

□ Conveyance/S	□ Conveyance/Sale □ Re-Mortgag		ing 🛛 Add/Remove Name From Title			
REQUESTED DOCUMENTS	REGULAR 7	DAYS	RUSH 2–6BUS	INESSDAYS	URGENT 1BUSINESSDA	Y
FORM B	\$35.00 + GST		\$125.00 + GST		\$200.00 + GST	
FORM F	\$15.00 + GST		\$60.00 + GST		\$200.00 + GST	
FORM H	\$15.00 + GST		\$30.00 + GST		\$50.00 + GST	
□ E-MAIL □ FAX & MAIL - \$5.00 FOR FIRST PAGE \$1.00 FOR EACH ADDITIONAL PAGE + GST						
STRATA PLAN #	STRAT	A LOT #		_ P.I.D.#		
CIVIC ADDRESS:	COMPLETION DATE:					
LEGAL DESCRIPTION:						
NEW OWNER'S NAME(S):	:					
LAST NAME:	FIRST NAME:			MR. 🗆 MS. 🗆 MRS. 🗆		
LAST NAME:	FIRST NAME:			$_ MR. \square MS. \square MRS. \square$		
LAST NAME:	FIRST NAME:				$_$ MR. \Box MS. \Box MRS. \Box	
Are purchasers to reside in the strata lot? Yes 🗆 No 🗆 If NO, please provide forwarding address here under:						
Firm Name:						
Address:			_ City	l	Postal	
Telephone #:			Fax #:			
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. You will be contacted when documents are ready for pickup. Unless undertaking is provided, payment (based on the applicable Schedule of Charges) is due at the time by **INTERAC, VISA OR MASTER CARD.**

Date

Signature of Notary/Lawyer/Conveyancer

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.