



RENTAL & STRATA MANAGEMENT  
REAL ESTATE SALES

**PLEASE FAX TO: (250) 753-8290**

**STRATA PROPERTY ACT – REQUEST FOR INFORMATION**

Date: \_\_\_\_\_

Forms Required:  Form F     Form B     Bylaws     Rules & Regulations  
(Check all that apply)     Financial Information     Other: \_\_\_\_\_  
 Minutes: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Civic Address: \_\_\_\_\_

Legal Description of the Property: \_\_\_\_\_

\_\_\_\_\_ PID: \_\_\_\_\_

Purchaser(s):  
\_\_\_\_\_  
\_\_\_\_\_

Vendor(s):  
\_\_\_\_\_  
\_\_\_\_\_

To be Owner Occupied?  YES     NO

*If not owner occupied, please supply the address where correspondence should be sent:*

**FEES:**

Form B – Information Certificate	\$35.00 + TAXES
Form F – Certificate of Payment	\$15.00 + TAXES
Rush Charge	\$ SEE BELOW
Photocopies	\$0.25 per page
Fax/Email/Mail Charge	\$ 5.00 + TAXES

*(please note some documents are too large for email or fax)*

**PLEASE NOTE:**  
**\*\*WE ACCEPT CASH, CHEQUE  
OR MONEY ORDER! \*\***  
*You will be notified when your  
documents are ready for pickup.*

**RUSH?  YES (please select rush time below:)  NO**

If so, the documents will be ready within:

- two (2) business days of ordering at an additional fee of \$100 + applicable taxes
- three (3) business days of ordering at an additional fee of \$75 + applicable taxes
- four (4) business days of ordering at an additional fee of \$50 + applicable taxes

Otherwise in accordance with the *Strata Property Act*, a notice of **seven (7) days** is required for the fulfillment of a form request. Should you require the documents in less time a rush charge will apply in addition to the document fees.

**INFORMATION REQUESTED BY:**

Contact Name/Company: \_\_\_\_\_

Email & Phone Number(s): \_\_\_\_\_

Billing Address: \_\_\_\_\_

***I hereby agree to pay the costs associated with my request, based on the above noted fees to Widsten Property Management Inc.***

\_\_\_\_\_  
*Signature*