



OWNER & REALTOR DOCUMENT REQUEST FORM

SALE RE-MORTGAGING ADD NAME TO TITLE FAMILY TRANSFER OF TITLE ONLY

FIRM REQUESTING: _____

ADDRESS: _____

TEL: _____ EMAIL: _____

STRATA PLAN #: _____ STRATA LOT #: _____ DATE OF REQUEST: _____

CIVIC ADDRESS: # _____

Document orders will be processed within TWELVE (12) CALENDAR DAYS (per Sections 35, 36 and 59 of the Strata Property Act) from the date of receipt. All orders are payable to *Meicor Property Management*. All orders are subject to applicable taxes. Form requests received after 3:00 pm will be deemed to have been received on the following business day.

PAYMENT IS REQUIRED PRIOR TO RECEIVING REQUESTED DOCUMENTS.

PER SECTION 59 OF THE STRATA PROPERTY ACT THE FOLLOWING DOCUMENTS ARE INCLUDED WITH FORM B REQUESTS: RULES, CURRENT FINANCIAL BUDGET, DEPRECIATION REPORT & INSURANCE COVERAGE SUMMARY

FORM B: \$35.00 + Taxes BYLAWS STRATA PLAN

MINUTES FROM: (date) _____ TO: (date) _____ \$.25 per page + Taxes

ANY OTHER STRATA DOCUMENTS REQUESTED (List Below): \$.25 per page + Taxes

RUSH FEES: (circle applicable if this is a Rush) *RUSH FEES APPLY IN ADDITION TO REGULAR ORDER CHARGES

24 Hours	2 Business Days	3 Business Days	4 Business Days
\$100.00	\$75.00	\$60.00	\$50.00

REQUIRED INFORMATION

In order to receive the above requested documents, Realtors must include a copy of the signed MLS listing or owners must complete the following section:

I, _____ (UNIT OWNER) hereby authorize Meicor Property Management to release the above requested information and documentation for the purpose noted above.

OWNER SIGNATURE: _____

DATE: _____