



HomeLife Advantage Realty Ltd.
 #101-45269 Keith Wilson Rd. Chilliwack, BC. V2R 5S1
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MORTGAGE BROKER INFORMATION REQUEST FORM 2021

Date ordered: _____	Date needed by: _____ <i>(will be contacted once complete by 4:00pm)</i>
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*Requests for documents can only be made upon us receiving a COMPLETED request form. Requests that come into the office after 11:00am will be dealt with the following day. All cancellations must be made in writing within 24hrs of the placement of order, otherwise full charges will apply. Fees for all documents requested from and provided by our office must be paid whether the documents are picked up or not. Strata Documents to be picked up will be at our above noted location. **Please include your listing contract with all orders.***

Strata Corporation Information:

1. Strata Plan # _____ Strata Lot # _____ (required) Unit # _____
2. Property Address: _____ Complex Name: _____
3. Unit Owners Name _____

Requestor Information:

1. **Broker Name:** _____ Pick-up Person: _____ (if different)
2. Mortgage Broker Company & Billing Address: _____
3. Company Phone #: _____ Cell #: _____ E-Mail: _____

Information Being Requested:

Costs

- | | | |
|-----------|------------------------------|--|
| \$35.00 | <input type="checkbox"/> Yes | Form B (Includes the following mandatory documents at .25 cents per page:
A current Financial Statement, Rental Disclosure Statement, Rules and Depreciation Report or Deprecation Report update – <i>if available</i>) |
| \$0.25/pg | <input type="checkbox"/> Yes | Financials |
| \$0.25/pg | <input type="checkbox"/> Yes | Bylaws and Rules (most current) |
| \$0.25/pg | <input type="checkbox"/> Yes | Minutes (1 year) <input type="checkbox"/> (2 years) <input type="checkbox"/> (specific dates only) _____ |
| \$0.25/pg | <input type="checkbox"/> Yes | Strata Plans (Phase _____) |
| \$0.25/pg | <input type="checkbox"/> Yes | Insurance Summary Sheets |
| \$0.25/pg | <input type="checkbox"/> Yes | Depreciation Report or Depreciation Report update (<i>if available</i>) |
| | <input type="checkbox"/> Yes | Completed Strata Documents sent via e-mail |

in addition <u>RUSH FEES</u> are as follows:	(1 week) no rush	(4 days) \$25.00	(72 hr) \$35.00
(48 hr) \$50.00	(24 hr day) \$75.00	(same day- must be ordered before 11am & cannot be canceled) \$100.00	

Please Note: * All prices will have GST added and are subject to change without notice and are non-refundable.
 ** Rush fee charges are in excess of the \$35.00 Form B and .25 cents per page costs
 *** Rush fees are based on business days, and do not include weekends or holidays