



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

**Date ordered:** \_\_\_\_\_ **Date Needed by:** \_\_\_\_\_  
(will be contacted once complete by 4:00pm)

*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: \_\_\_\_\_

**Requestor Information:**

- 1. Owner(s) Name: \_\_\_\_\_ Pick-up Person: \_\_\_\_\_ (if different)
- 2. Owners Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_
- 3. Realtor: \_\_\_\_\_ Real Estate Co: \_\_\_\_\_ or  Refinancing

**Information Being Requested:**

Costs

- \$35.00  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 – *if available*)
- \$0.25/pg  Yes Financials
- \$0.25/pg  Yes Bylaws and Rules (most current)
- \$0.25/pg  Yes Minutes (1 year)  (2 years)  (specific dates only) \_\_\_\_\_
- \$0.25/pg  Yes Strata Plans (Phase \_\_\_\_\_)
- \$0.25/pg  Yes Insurance Summary Sheets
- \$0.25/pg  Yes Depreciation Report or Deprecation Report Update (*if available*)
- Yes **Completed Strata Documents sent via e-mail**

**in addition RUSH FEES are as follows:** (1 week) no rush (4 days) \$25.00 (72 hr) \$35.00  
(48 hr) \$50.00 (24 hr) \$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