



HomeLife Advantage Realty Ltd.
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HOA & HOC REQUEST FORM 2021/22

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. We will confirm receipt of your 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.

1. Complex Name: _____ Unit #: _____

2. Owner Last Name: _____ Property Address: _____

Requestor Information:

1. Realtor Name: _____ Company Phone #: _____

2. Real Estate Company & Address: _____

3. Cardholder (if different): _____ Phone #: _____ E-Mail: _____

Information Being Requested:

Costs

\$35.00 Yes

Information Certificate (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

Company Articles (if available)

\$0.25/pg Yes

Sub Lease and/or Head Lease (if available)

\$0.25/pg Yes

Insurance Summary

\$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: (5 days) no rush (4 days) \$25.00 (3 days) \$35.00
(2 days) \$50.00 (Next day) \$75.00 (Same day-**must be ordered before 11am**) \$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
- ****Please include your listing contract with all orders.