



**HomeLife Advantage Realty Ltd.**

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**LAWYER OR NOTARY REQUEST FORM 2021/22**

**Requestor Information:**

1. Lawyers/Notaries Agency Name: \_\_\_\_\_ File #: \_\_\_\_\_
2. Conveyancer Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_
3. Requestor Agency Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_
4. Requestor Agency Address: \_\_\_\_\_
5. Forms Being Requested:         **Form F**         **Form B**         **Form H**

**Strata Corporation Information:**

1. Address: \_\_\_\_\_
2. Strata Plan # \_\_\_\_\_ Strata Lot # \_\_\_\_\_ Unit # \_\_\_\_\_
3. PID # \_\_\_\_\_ Refinance?  Title Change?  Purchase?
4. Vendor's Last Name: \_\_\_\_\_ Vendor's Lawyer \_\_\_\_\_
5. Purchaser's Names: \_\_\_\_\_
6. Purchaser residing?         Yes         No
7. If above is NO, mailing address of purchaser: \_\_\_\_\_  
\_\_\_\_\_
8. Purchaser's phone numbers: \_\_\_\_\_ e-mail: \_\_\_\_\_  
(mandatory) (mandatory)
9. Completion Date: \_\_\_\_\_ Possession Date: \_\_\_\_\_

**Charges for Preparation of Forms:**

**RUSH FEE = \$100.00 + GST (same day)**  
**RUSH FEE = \$75.00 + GST (next business day)**  
**RUSH FEE = \$50.00 + GST (2 business days)**  
**RUSH FEE = \$35.00 + GST (3 business days)**  
**RUSH FEE = \$25.00 + GST (4 business days)**

**Form B = \$35.00 + GST = \$36.75**  
**Form F = \$15.00 + GST = \$15.75**  
**Deprecation Report = \$10.00 + GST = \$10.50**

*(Please note that Rush fees are in addition to Form fees)*

**\*\*Rush fees are over and above the cost of the Forms and are based on Business days, they do not include weekends and/or holidays. \*\***

Requests for documents can only be made upon us receiving a COMPLETED request form. Requests submitted after 11am will be dealt with the next business day. All cancellations must be made within 24hrs of the original request, otherwise full charges will apply. **Same day service can only be honored if request is made before 11 am that day.** Extra documents (requested) will cost \$0.25 per page.