



**HomeLife Advantage Realty Ltd.**  
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**HOA & HOC REQUEST FORM 2022**

**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. Same or Next Day rushes cannot be cancelled. 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

- |                |                              |   |
|----------------|------------------------------|---|
| <b>\$35.00</b> | <input type="checkbox"/> Yes | <b>Information Certificate</b> (Includes the following mandatory documents at .25 cents per page: A current Financial Statement, Rental Disclosure Statement, Rules and Depreciation Report or Depreciation 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 | Company Articles (if available)   |
| \$0.25/pg      | <input type="checkbox"/> Yes | Sub Lease and/or Head Lease (if available)  |
| \$0.25/pg      | <input type="checkbox"/> Yes | Insurance Summary   |
| \$0.25/pg      | <input type="checkbox"/> Yes | Depreciation Report or Depreciation Report Update <i>(if available)</i>   |
|                | <input type="checkbox"/> Yes | <b>Completed Strata Documents sent via e-mail</b>   |

**in addition RUSH FEES are as follows:** (Same Day-must be ordered before 11am) \$500.00  
(Next Day) \$400.00 (2 Days) \$300.00 (3 Days) \$250.00 (4 Days) \$125.00 (5 business days) no rush

- Please Note:**
- \* Rush fee charges are in excess of the \$35.00 Form B and \$0.25 cents per page costs.
  - \* All prices will have GST added and are subject to change without notice and are non-refundable.
  - \* Rush fees are based on business days, and do not include weekends or holidays.
  - \* Please include your listing contract or signed authorization to obtain Strata documents by the owner.
  - \* HomeLife Advantage Realty Ltd. staff members check in for staff rush fee pricing.