



**HomeLife Advantage Realty Ltd.**  
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**LAWYER/NOTARY REQUEST FORM FOR HOA/HOC 2022**

**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:  **Certificate of Payment**  **Information Certificate**

**Strata Corporation Information:**

1. Address: \_\_\_\_\_
2. Name of Complex \_\_\_\_\_ Unit # \_\_\_\_\_
3. Refinance?  Title Change?  Purchase?
4. Vendor's Last Name: \_\_\_\_\_ Vendor's Lawyer \_\_\_\_\_
5. Purchaser's Names: \_\_\_\_\_
6. Will the Purchaser be 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 = \$500.00 + GST (same day)**  
**RUSH FEE = \$400.00 + GST (next/one business day)**  
**RUSH FEE = \$300.00 + GST (2 business days)**  
**RUSH FEE = \$250.00 + GST (3 business days)**  
**RUSH FEE = \$125.00 + GST (4 business days)**

**Information Certificate = \$35.00 + GST = \$36.75**  
**Certificate of Payment = \$15.00 + GST = \$15.75**  
**Deprecation Report = \$0.25 per page + GST**  
**(mandatory with Form B)**

*(Please note that Rush fees are in addition to forms fees, and are based on business days.)*

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 11am that day. Same and Next/One day rush fees cannot be cancelled. Extra documents (requested) will cost \$0.25 per page.