

STRATA CORPORATION DOCUMENT ORDER FORM

E-mail: customerservice@siegleproperties.com

ADDRESS: _____

STRATA PLAN: _____ STRATA LOT: _____ PARCEL ID: _____

LEGAL DESCRIPTION: _____

OWNER'S NAME (S): _____

COMPLETION DATE: _____ DATE NEEDED: _____

DOCUMENTS ORDERED BY: () OWNER () AGENT () OTHER: _____

NAME: _____ COMPANY: _____

ADDRESS: _____

PHONE #: () _____ CELL #: () _____ FAX #: () _____

NEW PURCHASER'S NAME: _____ () WILL RESIDE () WILL NOT RESIDE

NEW PURCHASER'S PHONE #: () _____ EMAIL: _____

MAILING ADDRESS IF NOT RESIDE: _____

Request for Minutes (✓ your order)

- ☐ 1 Year Dates _____ to _____ \$ 15.00
- ☐ 2 Years Dates _____ to _____ \$ 28.00
- ☐ 3 Years Dates _____ to _____ \$ 40.00
- ☐ Single Minutes _____ \$3.00/each x ____ = \$ ____
- ☐ Notice / Minutes AGM, SGM _____ \$5.00/each x ____ = \$ ____
- ☐ Financial Statements _____ \$5.00/each x ____ = \$ ____
- ☐ Bylaws \$ 10.00
- ☐ Engineer / Depreciation Reports \$0.25/page x ____ = \$ ____
- ☐ Strata Plan / Lot \$ 10.00

Request for Forms (✓ your order)

- ☐ FORM "B" \$ 35.00
- ☐ FORM "F" \$ 15.00
- ☐ **Rush Order** (Standard Order - 7 Business Days)
 - ☐ Within **1-2** Business Days \$ 150.00
 - ☐ Within **3-4** Business Days \$ 100.00
 - ☐ Within **5-6** Business Days \$ 75.00
- ☐ Deliver by Fax (Maximum 10 pages – Local only) \$ 10.00
- ☐ Deliver by E-mail (Maximum 10 pages) \$ 10.00

Subtotal \$ _____

5% G.S.T. \$ _____

TOTAL COST FOR ABOVE ITEMS **\$ _____**

I HEREBY CONFIRM THAT I AM () A REGISTERED OWNER OR, () AN AGENT / LAWYER / NOTARY AUTHORIZED BY AN OWNER AND ENTITLED TO RECEIVE THE DOCUMENTS ORDERED. PAYMENT IS TO BE MADE BY CASH OR CHEQUE AT THE TIME OF PICK-UP. I AGREE TO PAY THE CHARGES IN FULL SHOULD I FAIL TO PICK-UP THE DOCUMENTS AFTER TWO WEEKS FROM THE DATE THEY WERE ORDERED.

NAME OF OWNER / AUTHORIZED AGENT (Please Print)

SIGNATURE

DATE