

**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 #: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

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 \_\_\_\_\_