



## REQUEST FOR STRATA CORPORATION RECORDS AND DOCUMENTS

Date: \_\_\_\_\_ Completion Date (if applicable): \_\_\_\_\_

Date by which Documents are Required: \_\_\_\_\_

**Documents Required (check all that apply):**

- Form B (*Rules, Current Budget & Developer's Rental Disclosure Statement, if any, will be attached*)  
 Form F  Current Budget  
 Current Financial Statement  Registered Bylaws  
 Rules & Regulations  Registered Strata Plan

Minutes (*specify time period*): \_\_\_\_\_

Other (*specify*): \_\_\_\_\_

**Civic Address:** \_\_\_\_\_

**Strata Plan:** \_\_\_\_\_ **Strata Lot:** \_\_\_\_\_ **PID:** \_\_\_\_\_

**Owner(s)/Vendor(s):** \_\_\_\_\_

**Purchaser(s):** \_\_\_\_\_

**To be owner occupied?**

YES  NO  *If no, please provide address to which correspondence should be mailed:*

**Information Requested by** (*name/company*): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact: \_\_\_\_\_

**RUSH:**

**Charges (subject to HST): Form B:** \$35.00 **Form F:** \$15.00 **Photocopies:** \$0.25 per page

**RUSH FEE:** \$50.00 **Handling Fee:** \$15.00 **Shipping Fee:** At cost.

*PLEASE NOTE:* In accordance with the Strata Property Act, **seven (7) business days** are permitted to fulfill a document request. Should you require the documents in less time, the rush fee will apply in addition to all other charges, and the documents shall be prepared within one business day.

*You will be notified when the requested documents are ready for pick-up. Payment may be made via cheque or cash (exact change only). If documents are to be faxed, please provide fax number and handling fee will apply.*

**I hereby agree to pay the costs associated with my request, based on the above noted fees, to ARDENT PROPERTIES INC.**

\_\_\_\_\_  
*Signature*