

DOCUMENT ORDER FORM – Owners/Real Estate Agents

Please complete the following information and return by fax or email (info@cccm.bc.ca) to our office. Orders received after 5 pm will be counted as received the following day. Same day rush orders received after 2 pm will be processed the following business day.

Date: _____ Strata Plan Number: _____
 Unit Number: _____ Strata Lot Number: _____
 Name of Owner: _____
 Name of Real Estate Brokerage: _____ Contact Person: _____
 Address of Company: _____
 Phone: _____ Cell: _____

Date Information Required (**Note Fee Schedule**): _____

Minutes (Council, AGM): From: _____ To: _____
 (\$0.25/page)

Bylaws:
 (\$0.25/page)

Other (Specify) _____
 (\$0.25/page)

Form B:
 (\$35.00 plus 0.25/page)

Included with the Form B, as per the Strata Property Act are the most recent Depreciation report (if any), Rental Disclosure Statement (if any), any Rules and the current Financial Statement.

Please select your level of service:

- Same Business Day Processing:** \$200.00 per order (plus all regular fees as noted)
- 2 Business Days Processing:** \$150.00 per order (plus all regular fees as noted)
- 3-4 Business Days Processing:** \$130.00 per order (plus all regular fees as noted)
- 5-6 Business Days Processing:** \$100.00 per order (plus all regular fees as noted)
- 7 Days – Standard order:** Regular Charges Apply (Form B \$35.00, \$0.25 /page)

* All fees plus GST

By placing this order, I am acknowledging that I am the owner of the noted property or that I have been appointed as the real estate Agent of the noted client and that on behalf of my real estate brokerage and personally, I agree to pay these fees. I agree that I am authorized to collect this information by the property owner. **All orders must be paid by cheque at the time of pick-up.**

Information collected under this request will be used by C&C for the purposes of identification and communication, processing payments, responding to emergencies, management of the strata corporation, compliance with applicable laws and may be used to market its products and services.

Print Name: _____ Signature: _____ Date: _____