



Bradshaw Strata Management Ltd.

#200 – 5740 176A Street, Surrey, BC Canada V3S 4H2
Tel: (604) 576-2424 Fax: (604) 576-2405 Email: leah@bsmstrata.ca

Request for Strata Corporation Records, Documents and Forms under the Strata Property Act

- Form B-Information Certificate (\$35.00) Form F-Certificate of Payment (\$15.00)
- Current Bylaws Current Monthly Financials Other (if available) (Strata Plan, Disclosure Statement, engineer's reports etc.) _____
- General Meeting Minutes (Annual and Special) Specify which years _____ to _____
- Council Meeting Minutes Specify which years _____ to _____

Pickup Method & RUSH Charges on Expedited Orders (per order) / Mark applicable boxes with an 'x'

- Pick up Email/Fax
- Same Day \$400.00 (Orders not received in our office by 11am will be changed to 1-2 Days)
- 1-2 days \$250.00 3-6 days \$150.00 7 days (no extra charge)

Documents are charged at 0.25 per page (in addition to RUSH fees and Form costs)

All Form packages (except same day) will be ready after 11:00am <i>*PRICES DO NOT INCLUDE GST*</i>

We accept Visa, MasterCard, Cheques, Money Orders or Cash (to pay by Visa or MC please use Credit Card Authorization Form).

For Owners/Realtors: All packages must be paid for before they will be provided
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Name of Person Requesting Document: _____
 Owner Realtor Lawyer/Notary Public

Address: _____

Telephone: _____ Fax No. _____ Email: _____

Strata Plan: _____ Strata Lot: _____ Unit: _____

Current Owner Name(s): _____

Form B Additional Information:
 Please include the signed copy of the listing agreement.

Form F Additional Information: PID #: _____

Full Name of New Owner(s): _____

Completion Date: _____ Possession Date: _____

Will they reside in the Strata Lot? Yes No

If no, please provide mailing address: _____
