



HomeLife Glenayre Property Management
 45269 Keith Wilson Road
 Chilliwack, BC V2R 5S1
 604-858-7368 Fax: 604-858-7380

LAWYER/NOTARY REQUEST FORM FOR HOA - 2017

Requestor Information:

1. Lawyer/Notary Agency Name: _____ Vendors Lawyer/Notary _____
2. Conveyancer Name: _____ E-Mail: _____
3. Requestor Agency Phone Number: _____ Fax Number: _____
4. Requestor Agency Address: _____
5. Forms Being Requested: **Certificate of Payment** **Information Certificate**

Strata Corporation Information:

1. Address: _____
2. Name of Complex _____ Unit # _____
3. Refinance? Title Change? Purchase?
4. Vendor's Last Name: _____
5. Purchaser's Names: _____
6. Will the Purchaser be residing? Yes No
7. If above is NO, mailing address of purchaser: _____

8. Purchaser's phone numbers: _____ e-mail: _____
9. Completion Date: _____ Possession Date: _____

Charges for Preparation of Forms:

RUSH FEE = \$100.00 + GST (same day)	<u>Information Certificate = \$36.75</u>
RUSH FEE = \$75.00 + GST (24 hours)	<u>Certificate of Payment = \$15.75</u>
RUSH FEE = \$50.00 + GST (48 hours)	
RUSH FEE = \$35.00 + GST (72 Hours)	<u>rlaszlo@hgpmc.com</u>
RUSH FEE = \$25.00 + GST (4 business days)	

(Please note that Rush fees are in addition to Form fees)

Requests for documents can only be made upon us receiving a COMPLETED request form. Requests submitted after 12 noon will be dealt with the next business day. All cancellations must be made within 24hrs of the original request, otherwise full charges will apply. Same day service can only be honored if request is made before 12 noon that day. Extra documents (requested) will cost \$0.25 per page.

****Rush fees are all based on Business days, they do not include weekends or holidays****