



HOMELIFE GLENAYRE REALTY CHILLIWACK LTD.
 PROPERTY MANAGEMENT DIVISION
 101-45269 Keith Wilson Road
 Chilliwack, BC V2R 5S1
 604-858-7368 Fax: 604-858-7380

OWNER INFORMATION REQUEST FORM - 2017

Date Ordered: _____ **Date Needed by:** _____ (ready by 3:00 pm)

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.

Strata Corporation Information:

1. Strata Plan # _____ Strata Lot # _____ (required) Unit # _____
2. Property Address: _____ Complex Name: _____

Requestor Information:

1. Owner name: _____ Pick-up Person: _____ (if different)
2. Realtor: _____ Real Estate Co: _____ or Refinancing: Yes
3. Owners Cell #: _____ e-mail: _____

Information Being Requested:

- | | |
|--------------|---|
| <u>Costs</u> | <input type="checkbox"/> Yes - Form B (*Includes the following mandatory documents at .25 cents per page*):
A Current Financial Statement, Rental Disclosure Statement, Rules and Depreciation Report |
| \$ 35.00 | <i>I wish to Waive receiving the Depreciation Report and I am willing to sign a waiver</i> <input type="checkbox"/> Yes |
| | <i>I wish to receive the Depreciation Report Update only? (If avail)</i> <input type="checkbox"/> Yes or <input type="checkbox"/> No |
| \$.25/pg | Financials <input type="checkbox"/> Yes |
| \$.25/pg | Bylaws and Rules (most current): <input type="checkbox"/> Yes |
| \$.25/pg | Minutes (1 year) or (2 years) or (specific dates only) <input type="checkbox"/> Yes |
| \$.25/pg | Strata Plans (Phase _____) <input type="checkbox"/> Yes |
| \$.25/pg | Depreciation Report <input type="checkbox"/> Yes |
| \$.25/pg | Insurance Summary Sheets <input type="checkbox"/> Yes |

RUSH FEES: (5 days) no rush (4 days) \$25.00 (3 days) \$35.00 (2 days) \$50.00
 (next day) \$75.00 , (same day) \$100.00 *Must be ordered before 12 noon that day.*

I would like to have my documents e-mailed at an additional CONVENIENCE CHARGE of \$20.00
lmody@hgpmc.com rlaszlo@hgpmc.com vschultz@hgpmc.com

Please Note: * All prices will have GST added and are subject to change without notice and are non-refundable.
 ** Rush fee charges are in excess of the \$35.00 Form B and .25 cents per page costs
 *** Rush fees are based on business days, and do not include weekends or holidays