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

REALTORS INFORMATION REQUEST FORM 2017

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

Requests for documents can only be made upon us receiving a COMPLETED request form. All cancellations must be made in writing within 24hrs of the placement of order, otherwise full charges will apply. Fees for all documents requested from and provided by our office must be paid whether the documents are picked up or not. Documents not picked up within 4 weeks will be destroyed, but charges will be outstanding..

Strata Corporation Information:

1. Strata Plan # _____ Strata Lot # _____ (required) Unit # _____
2. Property Address: _____ Complex Name: _____
3. Unit Owners Name _____ 4. **MLS#** _____

Requestor Information:

1. **Realtor Name**: _____ Pick-up Person: _____ (if different)
2. Real Estate Company:_____ Company Phone# _____
3. Realtor Cell #:_____ E-Mail: _____

Information Being Requested:

Costs			
$ 35.00	☐ Yes **Form B** (Includes the following mandatory documents at .25 cents per page: (A current Financial Statement, Rental Disclosure Statement, Rules and Depreciation Report, if avail.)		
	I wish to Waive receiving the Depreciation Report and I am willing to sign a waiver		☐ Yes
	I wish to receive the Depreciation Report Update only? (If avail)	☐ NO **or**	☐ Yes
$ .25/pg	Financials		☐ Yes
$ .25/pg	Bylaws and Rules (most current):		☐ Yes
$ .25/pg	Minutes (1 year) ☐ or (2 years) ☐ or (specific dates only) ☐		☐ Yes
$ .25/pg	Strata Plans (Phase_____)		☐ Yes
$ .25/pg	Depreciation Report		☐ Yes
$ .25/pg	Insurance Summary Sheets		☐ 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.*

lmoody@hgpmc.com rlaszlo@hgpmc.com vschultz@hgpmc.com

☐ **I would like to have my documents e-mailed at an additional CONVENIENCE CHARGE of $20.00**

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