



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

FILE# \_\_\_\_\_ **LAWYER OR NOTARY REQUEST FORM - 2017**

**Requestor Information:**

1. Office/ 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:       **Form F**       **Form B**       **Form H**

**Strata Corporation Information:**

1. Address: \_\_\_\_\_
2. Strata Plan # \_\_\_\_\_ Strata Lot # \_\_\_\_\_ Unit # \_\_\_\_\_
3. PID # \_\_\_\_\_ Refinance?  Title Change?  Purchase?
4. Vendor's Last Name: \_\_\_\_\_
5. Purchaser's Names: \_\_\_\_\_
6. Purchaser 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:**

|   |  |
|---|--|
| <b>RUSH FEE = \$100.00 + GST (same day)</b>       | <b>Form B = \$35.00 + GST = \$36.75</b>                    |
| <b>RUSH FEE = \$75.00 + GST (24 hours)</b>        | <b>Form F = \$15.00 + GST = \$15.75</b>                    |
| <b>RUSH FEE = \$50.00 + GST (48 hours)</b>        | <a href="mailto:lmoody@hgpmc.com">lmoody@hgpmc.com</a>     |
| <b>RUSH FEE = \$35.00 + GST (3 business days)</b> | <a href="mailto:rlaszlo@hgpmc.com">rlaszlo@hgpmc.com</a>   |
| <b>RUSH FEE = \$25.00 + GST (4 business days)</b> | <a href="mailto:vschultz@hgpmc.com">vschultz@hgpmc.com</a> |

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 over and above the cost of the Forms and are based on Business days, they do not include weekends or holidays. \*\***