



DOCUMENT ORDER FORM (LAWYER/NOTARY)

REGULAR (1 WEEK)		RUSH (* Orders received after 3pm will be considered received the following business day)		
5 BUSINESS DAYS		3 OR 4 BUSINESS DAYS*	2 BUSINESS DAYS*	NEXT DAY*
FORM F	<input type="checkbox"/> \$15	<input type="checkbox"/> \$15 + \$35 = \$50	<input type="checkbox"/> \$15 + \$65 = \$80	NOT AVAILABLE
FORM B	<input type="checkbox"/> \$35**	<input type="checkbox"/> \$35 + \$50 = \$85**	<input type="checkbox"/> \$35 + \$65 = \$100**	NOT AVAILABLE
** Photocopy charges for Form B attachments (25c/pg) will be added to the price of all Form B's.				
HST will be added to all charges on invoice.				

STRATA PLAN: _____ STRATA LOT: _____ PARCEL ID: _____

LEGAL DESCRIPTION: _____

CIVIC ADDRESS: _____

PURPOSE: PURCHASE REFINANCING OTHER _____ (e.g. ADDING OWNER)

CURRENT OWNER'S NAME(S): _____

PURCHASER'S NAME(S) as will be registered: _____

PURCHASER WILL RESIDE IN PROPERTY: YES NO

IF NO, PROVIDE NON-RESIDENT ADDRESS: _____

COMPLETION DATE: _____ POSSESSION DATE: _____
(M) (D) (Y) (M) (D) (Y)

DOCUMENTS REQUESTED BY

LAW FIRM / NOTARY: _____

ADDRESS: _____

CONTACT NAME: _____ PHONE #: _____ FAX #: _____

TO BE SIGNED BY LAWYER OR NOTARY:

I HEREBY CONFIRM THAT I AM AN AGENT AUTHORIZED BY THE OWNER / PURCHASER AND ENTITLED TO RECEIVE THE DOCUMENTS ORDERED. I AGREE TO PAY THE DOCUMENT FEES AS INDICATED ABOVE. FURTHER, I UNDERSTAND THAT THE PERSONAL INFORMATION OF THE OWNER / PURCHASER PROVIDED ABOVE IS FOR PURPOSES OF COMPLYING WITH LEGAL REQUIREMENTS, IDENTIFYING AND COMMUNICATING WITH THE OWNER, AND ENSURING THE ORDERLY MANAGEMENT OF THE STRATA CORPORATION. AS AN AGENT OF THE OWNER / PURCHASER, I HEREBY AUTHORIZE THE WYNFORD GROUP TO COLLECT, USE AND DISCLOSE THE PERSONAL INFORMATION DISCLOSED ABOVE FOR THESE PURPOSES.

NAME (PLEASE PRINT) SIGNATURE DATE

LEGAL UNDERTAKING

WE _____ UNDERTAKE TO PAY THE FOLLOWING TO THE STRATA CORPORATION:

- ARREARS \$ _____
- STRATA FEES DUE PRIOR TO CLOSING \$ _____
- CURRENT MONTH STRATA FEES AND / OR OTHER PAYMENTS RECEIVED
IF PAYMENT DOES NOT CLEAR WITHIN 10 BANKING DAYS OF DEPOSIT
PLUS \$30.00 POTENTIAL NSF CHARGE \$ _____
- MOVE IN / OUT FEE (PER BYLAWS & RULES) \$ _____
- OTHER _____ \$ _____

UNDERTAKING ACCEPTED BY: (MUST BE SIGNED BY LAWYER OR NOTARY)

NAME (PLEASE PRINT) SIGNATURE DATE

E. & O.E.: ALTHOUGH THE INFORMATION PROVIDED IS DEFINED TO BE CORRECT, WE DO NOT GUARANTEE ITS ACCURACY.