



Airport Square, 815 – 1200 W. 73rd Ave., Vancouver, BC V6P 6G5 ♦ 604-261-0285 x333 ♦ FAX 604-261-9279
 PROPERTY MANAGEMENT SERVICES

DOCUMENT ORDER FORM (OWNER / REAL ESTATE AGENT)

www.wynford.com

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.				

REGULAR (2 WEEKS)		RUSH (* Orders received after 3pm will be considered received the following business day)		
10 BUSINESS DAYS		3 TO 9 BUSINESS DAYS*	2 BUSINESS DAYS*	NEXT DAY*
Regular charge: 25c/pg		<input type="checkbox"/> + \$10	<input type="checkbox"/> + \$25	NOT AVAILABLE
<input type="checkbox"/> BYLAWS	If ordering BYLAWS ONLY, then Rush charges will only be added for orders requested in less than one week.			
<input type="checkbox"/> FINANCIAL STATEMENTS	Financial Statements include Balance sheets and Budget comparisons for Operating and Contingency accounts for the most recent month produced, unless otherwise specified.			
MINUTES	When ordering Minutes, please indicate which range of dates or attach a separate list of required Minutes. Minutes older than 2 years may not be available for RUSH orders – please call to confirm availability.			
<input type="checkbox"/> 1 YEAR				
<input type="checkbox"/> 2 YEARS				
<input type="checkbox"/> OTHER (PLEASE SPECIFY)				
<input type="checkbox"/> STRATA PLAN	Strata plans will be provided for the complete Strata Corporation, not for individual lots.			
<input type="checkbox"/> ENGINEER REPORT	If available; specific authorization from the Owner may be required for copies of reports.			
HST will be added to all charges on invoice.				

UNIT DETAILS:

ADDRESS: _____

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

DOCUMENTS ORDERED FOR: SALE REFINANCING OTHER _____

OWNER'S NAME(S): _____

COMPLETION DATE (if known): _____

DOCUMENTS ORDERED BY

I HEREBY CONFIRM THAT I AM A REGISTERED OWNER OR AN AGENT AUTHORIZED BY AN OWNER AND ENTITLED TO RECEIVE THE DOCUMENTS ORDERED. I ACKNOWLEDGE THAT I WILL BE REQUIRED TO PROVIDE EVIDENCE OF MY AUTHORIZATION UPON PICK-UP. IF SOMEONE OTHER THAN THE PERSON PLACING THIS ORDER WILL PICK UP, WRITTEN AUTHORIZATION MUST BE PROVIDED TO PICK UP ON MY BEHALF. PAYMENT IS TO BE MADE BY CHEQUE OR CASH IN EXACT CHANGE AT THE TIME OF PICK-UP. I AGREE TO PAY THE CHARGES IN FULL SHOULD I FAIL TO PICK UP THE DOCUMENTS AFTER TWO WEEKS FROM ORDER.

FURTHER, I UNDERSTAND THAT ANY PERSONAL INFORMATION PROVIDED ABOVE IS FOR PURPOSES OF COMPLYING WITH LEGAL REQUIREMENTS, IDENTIFICATION AND COMMUNICATION, AND ENSURING THE ORDERLY MANAGEMENT OF THE STRATA CORPORATION. I HEREBY AUTHORIZE THE WYNFORD GROUP TO COLLECT, USE AND DISCLOSE THE PERSONAL INFORMATION DISCLOSED ABOVE FOR THESE PURPOSES.

NAME _____ COMPANY _____

ADDRESS _____

PHONE #: _____ CELL #: _____ FAX #: _____

SIGNATURE

DATE