

You may order electronic copies of documents (.pdf) by placing your order through eStrataHub

DOCUMENT ORDER FORM (OWNER / REALTOR) – WOODCROFT

*** Orders received after 3:00 pm will be considered received the following business day. ***

REGULAR SERVICE		RUSH SERVICE (for pick-up after 3:00 pm)		
+5 BUSINESS DAYS (1 WEEK)		+3 (or +4) BUSINESS DAYS	+2 BUSINESS DAYS	NEXT BUSINESS DAY
FORM F	<input type="checkbox"/> \$15 + Tax	<input type="checkbox"/> \$15 + \$75 = \$90 + Tax	<input type="checkbox"/> \$15 + \$100 = \$115 + Tax	Not Available
FORM B**	<input type="checkbox"/> \$35** + Tax	<input type="checkbox"/> \$35 + \$75 = \$110** + Tax	<input type="checkbox"/> \$35 + \$100 = \$135** + Tax	Not Available
** Photocopy charges for Form B attachments (25c/pg) will be added to the price of all Form B's.				

REGULAR SERVICE		RUSH SERVICE (for pick-up after 3:00 pm)		
+10 BUSINESS DAYS (2 WEEKS)		+3 (to +9) BUSINESS DAYS	+2 BUSINESS DAYS	NEXT BUSINESS DAY
Regular charge: 25c/pg + Tax		<input type="checkbox"/> +\$20 + Tax	<input type="checkbox"/> +\$40 + Tax	Not Available
<input type="checkbox"/> BYLAWS	If ordering BYLAWS ONLY, then Rush charges will only be added for orders requested in less than one (1) 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	If available; strata plans are provided for the Strata Corporation, not individual lots.			
<input type="checkbox"/> ENGINEER REPORT	If available.			
<input type="checkbox"/> OTHER (PLEASE SPECIFY):				

UNIT DETAILS: STRATA PLAN: _____ STRATA LOT: _____ PARCEL ID: _____

ADDRESS: _____ Fullerton Avenue, North Vancouver

DOCUMENTS ORDERED FOR: SALE REFINANCING OTHER

OWNER'S NAME(S): _____

DOCUMENTS ORDERED BY: _____ COMPLETION DATE (if known): _____

registered Owner of the unit above, or

Agent authorized by an Owner and entitled to receive the documents ordered (**proof of authorization attached**).

I agree to pay the document fees as indicated above. [Payment must be received at the time of pick-up and may be made by CASH (in exact change) or by CHEQUE (payable to "The Wynford Group")]

If the Owner or authorized Agent cannot pick-up in person, you must provide **written authorization** for someone else to pick-up on your behalf.

Further, I understand that any personal information provided above is for the 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