

DOCUMENT ORDER FORM (LAWYER / NOTARY)

* In addition to mail and fax, signed order forms can be submitted by email to records@wynford.com

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

***** Orders received after 2:00 pm will be considered received the following business day. *****

Documents ordered using this form will be produced in **hard copy** for pick-up at the address above. We will respond to your order the same day it is received with any undertaking requirements (please note that orders may be delayed if required undertakings are not received promptly). We will call to confirm once the order is ready for pick-up **at or before 2pm on the day of pick-up** per the services listed below.

REGULAR SERVICE		RUSH SERVICE (for pick-up after 2:00 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 + \$135 = \$150 + Tax	<input type="checkbox"/> \$15 + \$175 = \$190 + Tax	<input type="checkbox"/> \$15 + \$250 = \$265 + Tax
FORM B**	<input type="checkbox"/> \$35 + Tax	<input type="checkbox"/> \$35 + \$135 = \$170 + Tax	<input type="checkbox"/> \$35 + \$175 = \$210 + Tax	<input type="checkbox"/> \$35 + \$250 = \$285 + Tax
** Photocopy charges for Form B attachments (25c/pg) will be added to the price of all Form B's.				

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

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 COMPLETION DATE (mm/dd/yyyy): _____

IF NO, PROVIDE NON-RESIDENT ADDRESS: _____

DOCUMENTS REQUESTED BY:

LAW FIRM / NOTARY PUBLIC: _____

ADDRESS: _____

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

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

I / WE _____ UNDERTAKE TO PAY THE FOLLOWING TO THE STRATA CORPORATION UPON COMPLETION:

- ARREARS \$ _____
- STRATA FEES DUE PRIOR TO COMPLETION \$ _____
- *HOLDBACK* FOR RECENT OR PENDING PAYMENTS (IF PAYMENT DOES NOT CLEAR WITHIN 10 BANKING DAYS OF DEPOSIT) PLUS \$30.00 POTENTIAL 'NSF' CHARGE \$ _____
- MOVE IN / OUT FEES (PER BYLAWS & RULES) \$ _____
- OTHER _____ \$ _____

(* HOLDBACKS MAY NOT BE RELEASED UNLESS CONFIRMED IN WRITING BY THE WYNFORD GROUP)
 UNDERTAKING ACCEPTED BY: (MUST BE SIGNED BY LAWYER OR NOTARY)

NAME (PLEASE PRINT) _____ SIGNATURE _____ DATE _____