

Invoice No: _____ (Office Use Only)
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## Document Order Form for Owner / Real Estate Agent

1. CONTACT INFORMATION							
Requester's Name			Company (if Agent)				
Requester's Phone Number			Fax Number		Other Contact Number		
Owner's Name							
Civic Address							
Strata Plan		Strata Lot		Parcel ID			
2. DOCUMENTS & RECORDS REQUESTED							
Documents Ordered (Form B / F)		Standard (7 Days)		Office Use Only			
				No. of Pages		Charge	
Form B + Attachment(s): Bylaws & Rules, Annual Budget, Rental Disclosure Statement, and Depreciation Report, if any		<input type="checkbox"/> \$35.00 + \$0.25 / Page				\$	
Form F		<input type="checkbox"/> \$15.00				\$	
Other Documents							
Annual Budget		<input type="checkbox"/>				\$	
Bylaws & Rules		<input type="checkbox"/>				\$	
Rental Disclosure Statement		<input type="checkbox"/>				\$	
Current Financial Statement		<input type="checkbox"/>		\$0.25 / Page		\$	
Strata Minutes From: _____ To: _____		<input type="checkbox"/>				\$	
Strata Plan		<input type="checkbox"/>				\$	
Engineering Report <i>* Price may vary for specific report</i>		<input type="checkbox"/>		\$25.00 / Each		\$	
Others:						\$	
ADDITIONAL RUSH CHARGE							
Documents	4 - 6 Days	3 Business Days	Next Business Day	Same Day			
Form F / Form B	<input type="checkbox"/> \$70.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$200.00	\$		
Other Documents	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$35.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$75.00	\$		
Please attach a list of documents required if not ordering for the last 24 months. <b>Request will not be processed if all required fields are not filled in properly.</b>					Subtotal \$ _____		
					GST \$ _____		
					Grand Total \$ _____		

Requester's Initials

# TML Management Group Ltd.

## 3. IMPORTANT INFORMATION

- Requests on weekends, statutory holidays, & after **12:00 PM** on business days are considered to be received on the next business day.
- **Minimum order is \$5.00.** If you require them earlier, an additional fee for rush service will apply with the standard fee.
- Same day order and pick up will cost an **additional \$200.00** for forms. Documents will be ready by 5:00 pm on the day ordered if ordered before 12:00 noon.
- **CANCELLATIONS:** Must be received in writing within 24 hours of placement of order or full charges will apply.
- Orders not pick up after 3 weeks will be destroyed, and fee will be chargeback to the unit's account.
- Price subject to change without further notice.
- Payment can be made by **cash/cheque** at the time of pick-up. **Documents will only be released when full payment has been received.**
- Effective March 1, 2012 as per section 59(4) of the Strata Property Act: the Rules & Bylaws, Current Budget, Developer's Rental Disclosure and Depreciation Report (if available) must be attached to the Form B – Information Certificate.

## 4. OWNER AUTHORIZATION (Please provide the copy of listing contract)

I hereby confirm that I am

- a registered owner; or
- an agent,

Authorized by the owner(s) and entitled to receive the documents ordered. I further acknowledge that I will be required to provide evidence of my authorization upon pick up. I agree to pay the charges in full should I fail to pick up the document after two weeks from the date they were ordered and understand that this order is **Non-Refundable**.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PAYMENT IS TO BE MADE BY CASH OR CHEQUE  
PAYABLE TO "TML MANAGEMENT GROUP LTD."**