



**STEADFAST PROPERTIES LTD.**  
**A – 42375 Yarrow Central Road**  
**Chilliwack, B.C. V2R 0K1**  
**PH: 604-864-6400**  
**TF: 1-877-864-6424**  
**FAX: 604-864-6484**

**REALTOR / OWNER REQUEST FORM**

**PLEASE NOTE THAT PRIOR TO RELEASE OF DOCUMENTS, OUR OFFICE MUST BE IN RECEIPT OF PAYMENT BY CASH OR CHEQUE**

**Date Forms Required:** \_\_\_\_\_

**Owner’s Information:**

1. Owner(s) Name(s): \_\_\_\_\_
2. Strata Plan # \_\_\_\_\_ Strata Lot # \_\_\_\_\_ Unit # \_\_\_\_\_
3. Full Property Address and PID #: \_\_\_\_\_
4. A recent Land Title Search needs to be attached to this form.

**Requestor’s Information:**

1. Realtor: \_\_\_\_\_ Owner: \_\_\_\_\_
2. Real Estate Company Name: \_\_\_\_\_
3. Realtor’s / Owner’s Phone #: \_\_\_\_\_ Realtor’s / Owner’s Cell #: \_\_\_\_\_

**Information Being Requested:**

- Form B (signed):  Yes  No
- Current Financial Statement:  Yes  No
- Depreciation Report (if available):  Yes  No
- Rental Disclosure Statement: (if available):  Yes  No
- Rules Only:  Yes  No
- Bylaws (current):  Yes  No
- Minutes – dates required:   /  /   to   /  /  :  Yes  No
- Strata Plan (if available):  Yes  No

**\*\*FINANCIALS, RULES, RENTAL DISCLOSURE, AND DEPRECIATION REPORT MUST BE PROVIDED WITH THE FORM B. THESE ITEMS ARE NOT OPTIONAL THEY ARE REQUIRED WHEN ORDERING A FORM B. THIS IS MANDATED BY THE STRATA PROPERTY ACT OF BC. THERE IS A FEE OF \$0.25 PER PAGE FOR ALL COPIES \*\***

**Charges for Preparation of Forms:**

**REGULAR** – documents will be ready in **7 Business Days** as Per the Strata Property Act.

Form B = \$35.00 + GST = \$36.75

Form H = \$35.00 + GST = \$36.75

RUSH FEE = \$125.00 RUSH (Priority Service) 3 – 6 business days

RUSH FEE = \$250.00 EXPRESS (Priority Service) 48 hours

RUSH FEE = \$350.00 SAME DAY (Priority Service) same day

**CANCELLATIONS**

Must be made **in writing** within **24 hours** or full charges will apply.

**CUT OFF TIME**

Orders received after **12:00noon** will be recorded as of the next business day.

**Principles of Cooperation**

1. When requesting documents or information under the *Strata Property Act*, the Strata Property Agent requires the request to be in writing.
2. Documentation and information for listing purposes should be obtained from the Strata Property Owner when the listing is taken. This will reduce the requirements for documentation and information at the time an offer is written and, in turn, reduce costs. This will also enable the Realtor to better represent the sale of the property.
3. Through the listing agreement, the Strata Property Owner must have authorized the Realtor, in writing, to obtain strata documents on their behalf. In the spirit of cooperative effort, a Strata Property Agent should not advise a Strata Property Owner that the Realtor should pay for obtaining strata documents. Section 59(7) of the *Strata Property Act* governs this matter.
4. The *Strata Property Act* provides for the provision of a Form B (Information Certificate) and Bylaws or Rules within 7 days of the request being received, and other documents within 14 days. The *Strata Property Act* also prescribes the fees payable for the preparation of these documents, namely a maximum of \$35.00 (plus tax) for a Form B and a charge of up to 25 cents per page (plus tax) for photocopies for all requested documents.
5. Both parties understand and appreciate the complexities of the strata property transaction and realize that in certain circumstances documents and information may be required to be obtained within a time frame that is much shorter than that prescribed by the *Strata Property Act*. In these instances it is understood that fees higher than prescribed may be charged, at the discretion of the Strata Property Agent.
6. Once documents have been requested, the Strata Property Agent’s fees for providing this information must be paid by the requestor, whether the documents are picked up or not.
7. It is understood that certain documents may not be provided to a Strata Property Owner if the Strata Corporation has instructed the Strata Property Agent that these documents are of a confidential nature. In these instances it is the responsibility of the Strata Property Owner to communicate with the Strata Council of the Corporation.
8. The bylaws of a Strata Corporation are sometimes open to interpretation. Neither the Strata Property Agent nor the Realtor should assume the responsibility of providing interpretation. The interpretation of a bylaw or other information in question should be at the direction of the Strata Property Owner’s legal counsel, engaged to represent their legal interests.

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

Requestor’s Signature: \_\_\_\_\_

\*Please note Form B is available 7 business days after request unless rush is requested.