



T 604 439 8848  
F 604 439 8804  
E info@atira.ca

T 604 535 8080  
F 604 535 1767  
E info.surrey@atira.ca

405 Powell Street,  
Vancouver, BC V6A 1G7

Unit 1, 2970 King George Blvd  
Surrey, BC V4P 0E6

## Form F & B Document Order Form

To order electronic copies of documents (PDF), click on the eStrata Hub link at [www.atira.ca](http://www.atira.ca).

Order date: \_\_\_\_\_ Legal description: \_\_\_\_\_  
Vancouver office  Civic address: \_\_\_\_\_  
or Surrey office  Current owner(s): \_\_\_\_\_

Strata Plan \_\_\_\_\_ Strata Lot \_\_\_\_\_ Unit # \_\_\_\_\_ Parcel ID (PID) \_\_\_\_\_

Purpose:  purchase  refinancing  other (e.g. adding owner): \_\_\_\_\_

Purchaser(s) name (as registered) \_\_\_\_\_

Will the purchaser live on the property?  yes  no Completion date: \_\_\_\_\_

If NO, provide non-resident address: \_\_\_\_\_

### Documents Requested By:

Law Firm/Notary Public/Realtor: \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name \_\_\_\_\_ Fax: \_\_\_\_\_

*I hereby confirm that I am an agent authorized by the owner/purchaser and entitled to receive the documents ordered. 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 Atira Property Management Inc. to collect, use and disclose personal information disclosed above for these purposes.*

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Documents & Records Requested

Documents
<input type="checkbox"/> Form B
<input type="checkbox"/> Form F
<input type="checkbox"/> Current bylaws
<input type="checkbox"/> Currently monthly financial statements

Reports & Inspections
<input type="checkbox"/> Engineering report
<input type="checkbox"/> Building envelope
<input type="checkbox"/> Deck inspections
<input type="checkbox"/> Roof inspections

Strata Minutes
From _____ to _____ (mm/yy) (mm/yy)
<input type="checkbox"/> Strata council meeting(s)
<input type="checkbox"/> Annual general meeting(s)
<input type="checkbox"/> Special general meeting(s)

### Legal Undertaking

I/we \_\_\_\_\_ undertake to pay the following strata corporation upon completion:

Arrears \_\_\_\_\_  Strata Fees \_\_\_\_\_  Holdback for recent or pending payments \_\_\_\_\_  
 Move in/out payments (per bylaws and rules) \_\_\_\_\_  Other \_\_\_\_\_

*Print and fax or scan and email this signed document to the appropriate address listed above.*

## Forms and Documents Price List

Additional administration fees apply to priority services. Applicable taxes will be added

		Priority Service Levels		
		<input type="checkbox"/> 4 Days	<input type="checkbox"/> 2 Days	<input type="checkbox"/> Same Day
Form B	\$35	\$100	\$135	\$220
Form B Attachments	\$0.25c per page	included	Included	Included
Form F	\$15	\$70	\$90	\$120
Minutes	\$0.25c per page	Included	Included	included
Bylaws	\$0.25c per page	\$25	\$40	\$50
Financials	\$0.25c per page	\$10	\$15	\$20
Strata Plan	\$0.25c per page	\$25	\$40	\$50
Engineering report	\$25	\$25	\$30	\$50
Building envelope report	\$25	\$25	\$30	\$50
Deck inspection report	\$25	\$25	\$30	\$50
Roof inspection report	\$25	\$25	\$30	\$50

Regular..... Documents ready in 7 days per the Strata Property Act

4 days (priority service) ..... Documents ready in 4 days

2 days (priority service) ..... Documents ready in 2 days

Same day (priority service)... Documents ready by 5:00 p.m. on the day ordered if ordered before noon

Cancellations..... Must be made in writing within 24 hours of placement or full charges will apply

Cut-off time is 12:00 noon..... Orders received after this time will not be processed until the next business day. Orders are not provided or processed on weekends or holidays