



T 604 439 8848
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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.

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
 Form B
 Form F
 Current bylaws
 Currently monthly financial statements

Reports & Inspections
 Engineering report
 Building envelope
 Deck inspections
 Roof inspections

Strata Minutes
From _____ to _____
(mm/yy) (mm/yy)
 Strata council meeting(s)
 Annual general meeting(s)
 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.



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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