

## FORM F & B REQUEST

**\*\*FORM REQUEST ARE C.O.D ONLY (CASH, CHEQUE, OR INTERACT- ETRANSFER)\*\***

Please note all request forms are required by 12:00pm (noon) to start processing for that day. Requests after the noon hour start on the next day for their 7 business days of processing. Canceling forms is to be done in writing within 24 hours! If the forms are completed, once notified you are still required to pay the processing fee. Any unpaid requests are put onto future requests.

1. Strata Information (Please Print)		
Date:	Strata Plan #:	Strata Lot #:
Address:		Parcel Identifier No. (PID):
Name of Purchaser(s)		Contact Number:
1. _____		1. _____
2. _____		2. _____
3. _____		3. _____
Completion Date:	Owner Occupied (If <b>NO</b> , Owner's Offsite Address): <input type="checkbox"/> YES <input type="checkbox"/> NO _____	
Name of Vendor(s):		

Form Fees (Not Inc. Tax)
<input type="checkbox"/> \$15.00 – Form F
<input type="checkbox"/> \$35.00 – Form B Service
<input type="checkbox"/> \$300.00–24Hours*
<input type="checkbox"/> \$200.00–48Hours*
<input type="checkbox"/> \$100.00–3-6Day
<input type="checkbox"/> \$0.00–7 Day(Regular)
*Exclude Weekends & Holiday
Delivery
<input type="checkbox"/> \$0.00 – Pick Up
<input type="checkbox"/> \$5.00 –Fax & Mail

2. Legal Office Information (Please Print)	
Company Name:	Contact Name:
Tel:	Fax:
Mailing Address:	

Request For:
<input type="checkbox"/> New Title Transfer
<input type="checkbox"/> Family Title Transfer
<input type="checkbox"/> Refinance/Mortgage
<input type="checkbox"/> Other (Please Write) _____

3. Strata Information (Completed by Southview)				
Maintenance Fee: \$	Undertaking: _____			
Contingency Fund: \$	_____			
Deficit: \$	_____			
Move In: \$	Move-Out: \$	Year End:	Parking #:	Locker #:
Insurance:	Authorized Request:	Renter(s) #:	_____:	

Cost (Completed by Southview)	
Notified-Tel/Fax:	_____
Notified-Pick Up:	_____
Form Fees: \$	_____
Other: \$	_____
GST: \$	_____
	(GST#105967244RT001)
TOTAL: \$	_____

4. Administrative Information (Completed by Southview)	
Post Dated Cheque(s) returned:	P.A.D. Deleted:
Update Information: 1. <input type="checkbox"/> Spectra Vendor move out/end Date 2. <input type="checkbox"/> Add New Owner 3. <input type="checkbox"/> Excel 4. <input type="checkbox"/> Labels	
Date Welcome Letter Sent:	Accounting Copy: