

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

| |
|---|
| Form Fees <input type="checkbox"/> Form F - \$15.00 + GST <input type="checkbox"/> Form B - \$35.00 + GST + <input type="checkbox"/> Attachments at \$0.25/page (Budget, Rules, Rental Disclosure, Depreciation Rpt) Service *Exclude Weekends & Holiday <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 Delivery <input type="checkbox"/> \$0.00 - Pick Up <input type="checkbox"/> \$25.00 + GST -Email & Mail <input type="checkbox"/> \$25.00 + GST -Fax & Mail |
|---|

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

| |
|--|
| 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: \$ | Lien: <input type="checkbox"/> Yes (attached) <input type="checkbox"/> No | | | |
| Insurance: | Authorized Request: | Year End: | Renter(s): | Parking: | Locker: |

| 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: |