

## FORM F & B REQUEST

\*\*Form Request are C.O.D only (Cash, Cheque, or Interact-eTransfer)\*\*

1. Strata Information (Please Print)		
Date:	Strata Plan #:	Strata Lot #:
Address:		Parcel Identifier No. (PID):
Name of Purchaser(s) 1. _____ 2. _____ 3. _____		Contact Number: 1. _____ 2. _____ 3. _____
Completion Date:	Owner Occupied (If <u>NO</u> , 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"/> \$100.00–3-6Days <input type="checkbox"/> \$0.00– 7Days (Regular) <small>*Exclude Weekends &amp; Holiday</small>
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"/> Title Transfer (New Owner) <input type="checkbox"/> Title Transfer (Family) <input type="checkbox"/> Refinance/Mortgage <input type="checkbox"/> Other (Please Write) _____ _____
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3. Strata Information (To be 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: \$	_____
<small>(GST#105967244RT001)</small>	
<b>TOTAL: \$</b>	<b>_____</b>

4. Administrative Information (To be Completed by Southview)	
Post Dated Cheque(s) returned:	P.A.D. Deleted:
Update Information: <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:

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.