

## DOCUMENT REQUEST FORMS

ATTENTION TO ALL REALTORS – Council minutes, bylaws and financial statements will only be released to Realtors with written consent of the registered owner (a copy of the listing agreement will be accepted).

YOU WILL BE CONTACTED when your documents are ready for pick up. Methods of payment include cheque or exact cash only.

If you wish to cancel your request, please make sure you call AS WELL AS re-faxing the original request form with cancel written on it. If this is not done, you will be charged for you requests. If the documents are already completed, you will be charged as well. Unclaimed documents will result in future requests being prepaid prior to processing as well as the unclaimed documents being paid in full.

Please note we have a document cut off time of 12:00 PM - NOON, anything received after that will be not be processed until the following business day excluding weekends and holiday.

***Please ensure all pages are completed and faxed back to  
NAI Goddard & Smith Realty Services Inc.  
#100 – 20436 Fraser Highway, Langley, BC V3A 4G2***

**Tel: 604-534-7974**

**Fax: 604-534-3925**

Date: \_\_\_\_\_

Ordered by: \_\_\_\_\_

Office: \_\_\_\_\_

Office Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Signature of Registered Owner: \_\_\_\_\_

**(All information must be completed as required)**

Strata Plan: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Strata Lot: \_\_\_\_\_ Parcel Identifier: \_\_\_\_\_

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

Legal Description: \_\_\_\_\_

Sellers Name(s): \_\_\_\_\_

Buyers Name(s): \_\_\_\_\_

Non-Resident Owner's Mailing Address: \_\_\_\_\_

Possession Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

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***Please indicate which documents and service you require.***

Service Levels:

- Regular Provided in 5 business days
- Rush Provided in 2 business days – **Additional \$100.00 charge per order**
- Same Day Provided by 5 PM on the day ordered if ordered before 12:00 PM – **Additional \$200.00 charge per order**

\_\_\_\_\_ Form F: \$15.00 + \$0.75 GST = \$15.75

\_\_\_\_\_ Form B: \$35.00 + \$1.75 GST = \$36.75

*Attention all Notary/Law Offices: Should you require your forms to be faxed and mailed, please be advised that there will be an additional cost of \$5.00 for this service effective July 15, 2009.*

Other documents:

\_\_\_\_\_ Financial Statements: \$2.00 + \$0.10 GST = \$2.10 per month

\_\_\_\_\_ Bylaws: \$5.00 + \$0.25 GST = \$5.25 per set

\_\_\_\_\_ Strata Plans: \$1.00 + \$0.05 GST = \$1.05 per page

***\*\*Please note that we distribute the FULL strata plan. We will NOT provide you with only the pages pertaining to a certain unit. Strata plans range from 10-80 pages.***

\_\_\_\_\_ Council Minutes \$2.00 + \$0.10 GST = \$2.10 per month

*\*\*Please specify which dates or time frame you require.*

*\*\*Included are Council Meetings, Annual General Meetings & Special General Meetings.*

\_\_\_\_\_ Engineer's Report \$0.25 + \$0.01 GST = \$0.26 per page