



STRATA DOCUMENT ORDER

EMAIL: DOCREQUEST@BAYSIDEPROPERTY.COM

Details of costs and turnaround time will be communicated in an acknowledgment e-mail upon receipt of your request

Request for Strata Corporation Records and Documents

Name of Person Requesting Documents: _____

Company Name: _____

Phone No. _____ Cell No. _____ Fax _____

E-mail Address: _____

Civic Address of Strata Property: _____ Strata Plan No: _____

Strata Lot Owners' Name: _____

Documents and Records Requested:

Please mark the applicable box clearly with an 'x' to indicate your request.

- Strata Minutes:**
From _____ / _____
 Month Year
To _____ / _____
 Month Year
- Strata Council Meeting(s)
- Annual General Meeting(s)
- Special General Meeting(s)

- Registered strata plan**
* **the full strata plan will be provided attaching:**
Face page
Unit entitlement information (Form 1)
Pages specific to the Strata Lot in question
Dealings affecting common property

Note: To ensure you are receiving the most current information it is strongly recommended that this information be obtained directly from the Land Titles Office.

- Information Certificate (Form B) attaching the Rules, Current Budget, Developer's Rental Disclosure Statement (if any) & the most recent Depreciation Report (if any).**
- Current Bylaws** (and/or any section to which the strata lot belongs)
- Current monthly financial statements including year to date information**
- Most recent fiscal year end financial statement**

- Engineer's Reports**
An e-mail will be sent with details of reports (s) for you to review (if any)

As owner of Strata Lot # _____ I, hereby authorize _____ of _____ to obtain any and all of the above requested information/documents.

Signed _____ Date: _____

(The listing agreement can be attached in lieu of the seller's signatures)