

OWNER AND REALTOR REQUEST FOR STRATA CORPORATION RECORDS AND DOCUMENTS AND / OR INFORMATION CERTIFICATE

Form B – Order Form

<p>Orders will be processed by:</p> <p>LARLYN PROPERTY MANAGEMENT (BC) LTD #200 – 389 Queensway Ave Kelowna, BC V1Y 8E6 Phone: (250) 980-3877 Fax: (250) 980-3879 Email: kelowna@larlyn.com</p>		<p>CANCELLATIONS: Must be made in writing within 24 hours of placement of order or full charges will apply.</p> <p>CUT OFF TIME IS 12:00 NOON: Orders received after this time will not be processed until the next <u>business day</u>. Orders are not provided or processed on weekends or holidays.</p>	
1. CONTACT INFORMATION (please print):			
Name of Person Requesting Documents:		Company (if Agent)	
Phone No: ()	Phone No: ()	Phone No: ()	Email Address:
Requestor's Address:			
Civic Address of Strata Property:		Strata Plan:	
Strata Lot Owners Name:		Strata Lot (indicate if more than one):	
2. DOCUMENTS AND RECORDS REQUESTED:			
Strata Minutes:		Other Forms and Documents:	
From (mm/yy):	To (mm/yy):	<input type="checkbox"/> Information Certificate (Form B) attaching the Rules, Current Budget and Developer's Rental Disclosure Statement (if any), as per Section 59 (4) of the Strata Property Act.	
Please mark the applicable box clearly with a <input checked="" type="checkbox"/> to indicate your request.			
<input type="checkbox"/> Strata Council Meeting(s)		<input type="checkbox"/> Current Bylaws	
<input type="checkbox"/> Annual General Meeting(s)		<input type="checkbox"/> Current Monthly Financial Statements (Balance Sheet and Income Statement)	
<input type="checkbox"/> Special General Meeting(s)		<input type="checkbox"/> Most Recent Fiscal Year End Financial Statement	
<input type="checkbox"/> Meetings of Executive Members		<input type="checkbox"/> Registered Strata Plan	
		<input type="checkbox"/> Engineering Report – completed within the last two (2) years	
3. OWNER AUTHORIZATION			
I hereby confirm that I am <input type="checkbox"/> a registered owner, or <input type="checkbox"/> an agent authorized by an owner (listing agreement attached) and entitled to receive the documents ordered. I agree to pay the charges in full and understand this order is Non-Refundable .			Authorized Signature:
4. SERVICE AND DELIVERY			
DELIVERY METHOD (select one)		IMPORTANT INFORMATION:	
<input type="radio"/> EMAIL to Requestors Address		• Additional information fees apply to priority services	
<input type="radio"/> FAX to Requestor's Address		• Orders not picked up after 3 weeks will be destroyed.	
<input type="radio"/> PICK-UP at Kelowna address			

FORM#151284 - Revised September 2013

LARLYN PROPERTY MANAGEMENT (BC) LTD.

1460 Pandosy Street
Suite 200
Kelowna, BC
V1Y 1P3

Main Reception: (250) 980-3877
Toll Free: (888) 496-0753
Facsimile: (250) 980-3879

Email: kelowna@larlyn.com

FORMS AND DOCUMENTS PRICE LIST:

1. PRICES:

- Additional administration fees apply to priority services. Applicable taxes will be added.

	STANDARD FEE	SERVICE LEVEL FEE (IN ADDITION TO STANDARD FEE)		
		4 DAY RUSH	2 DAY RUSH	SAME DAY RUSH
Form B	\$35.00	\$120.00	\$240.00	\$360.00
Form B attachments	\$ 0.25 per page	included	included	included
Form F	\$15.00	\$50.00	\$90.00	\$120.00
Minutes	\$ 0.25 per page	included	included	Included
Bylaws	\$ 0.25 per page	\$35.00	\$50.00	\$60.00
Financials	\$ 0.25 per page	\$35.00	\$50.00	\$60.00
Strata Plan	\$ 0.25 per page	\$35.00	\$50.00	\$60.00
Engineering Report	\$ 0.25 per page	\$35.00	\$50.00	\$60.00

This written request must be submitted with payment by certified cheque or money order payable to Larlyn Property Management (BC) Ltd. Please be aware that there is a \$45.00 charge should cheques be returned by the bank for any reason. For online payment options, please see instructions for online requests.

2. PRINCIPLES OF COOPERATION:

1. Documentation and information for listing purposes should be obtained from the strata lot owner (Seller) when the listing is taken. This will reduce the requirements for documentation and information at the time an offer is written and in turn, reduce costs. This will also enable the Realtor to better represent the Seller in the Sale of their property.
2. When requesting documents or information under the *Strata Property Act*, the Strata Property Agent requires the request to be in writing accompanied by authorization from the property owner to the Realtor to act on their behalf.
3. The *Strata Property Act* provides for the provision of a Form B, Information Certificate and Bylaws or Rules within 7 days and other documents within 14 days. The *Strata Property Act* also prescribes the fees payable for the preparation of these documents. The fees payable are a maximum of \$35.00 (plus tax) for a Form B and a charge of up to \$0.25 cents per page (plus tax) for all requested documents.
4. Both parties understand and appreciate the complexities of the Strata property transaction and realize that in certain circumstances, documents and information may be required to be obtained within a time frame that is much shorter than that prescribed by the *Strata Property Act* (7-14 days). In these instances, it is understood that fees higher than prescribed may be charged at the discretion of the Strata Property Agent.
5. When listing a strata property it is common practice for Realtors to request that the Strata Property owner request documents from the Strata Property Agent, acting on behalf of the Strata Corporation. In the spirit of co-operative effort, a Strata Property Agent should not advise a Strata Property owner that the Realtor should pay for obtaining documents or information. Section 59(7) of the *Strata Property Act* governs this matter.
6. It is understood that certain documents may not be provided to owners or to prospective buyers if the Strata Council of the Strata Corporation has instructed the Strata Property Agent that these documents are of a confidential nature. In these instances it is the responsibility of the Strata Property owner to communicate with the Strata Council of the Corporation as the Strata Property Agent is acting on the direction of the Strata Council.
7. Fees for all documents requested from and provided by a Strata Property Agent must be paid whether the documents are pickup up or not.
8. The Bylaws of a Strata Corporation are sometimes open to interpretation. Neither the Strata Property Agent nor the Realtor should assume the responsibility of providing interpretation. The interpretation of a bylaw or information in question should be at the discretion of either the Seller or the Buyer and their legal counsel engaged to represent their legal interests.

FORM#151284 - Revised September 2013

LARLYN PROPERTY MANAGEMENT (BC) LTD.

1460 Pandosy Street
Suite 200
Kelowna, BC
V1Y 1P3

Main Reception:

Toll Free:

Facsimile:

Email:

(250) 980-3877

(888) 496-0753

(250) 980-3879

kelowna@larlyn.com