



# LARLYN

Property Management (BC) Ltd.



## LAWYER & NOTARY REQUEST FORM

Form B – Information Certificate

Form F – Certificate of Payment

Orders will be processed by the <b>LARLYN PROPERTY MANAGEMENT (BC) LTD</b> <b>#200 – 389 Queensway Ave</b> <b>Kelowna, BC V1Y 8E6</b> <b>Phone: (250) 980-3877</b> <b>Fax: (250) 980-3879</b> <b>Email: kelowna@larlyn.com</b>	<b>CANCELLATIONS:</b> Must be made in writing within 24 hours of placement of order or full charges will apply.  <b>CUT OFF TIME IS 12:00 NOON:</b> 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.
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### 1. YOUR CONTACT INFORMATION (please print):

Lawyer or Notary Office:		Attn:
Address:		Email Address:
Phone No: ( )	Cell No: ( )	Fax No: ( )

### 2. UNIT INFORMATION (please print):

Strata Plan:	Strata Lot: (indicate if more than one)	Parcel Identifier:
Civic Address:		Legal Description:
Mailing Address for Non-Resident Owners:		

### 3. PURCHASER AND SALE INFORMATION (please print):

Mr / Mrs / Ms / Dr	First Name	Last Name
Mr / Mrs / Ms / Dr	First Name	Last Name
Mr / Mrs / Ms / Dr	First Name	Last Name
Completion Date:		Possession Date:
Vendors Name:		

<b>UNIT WILL BE (must √ one):</b> <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rented	<b>PURPOSE OF ORDER (must √ one):</b> <input type="checkbox"/> Family Transfer of Title <input type="checkbox"/> Add/Remove from Title <input type="checkbox"/> Conveyance <input type="checkbox"/> Re-Mortgage	<b>Physical Move In:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Physical Move Out:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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### 4. DOCUMENTS REQUESTED:

<input type="checkbox"/> <b>Form F</b> – Certificate of Payment
<input type="checkbox"/> <b>Form B</b> – Information Certificate Including attachments as per Section 59 (4) of the Strata Property Act

### 5. SERVICE AND DELIVERY

<b>DELIVERY METHOD (select one)</b> <input type="checkbox"/> <b>EMAIL</b> to Requestors Address <input type="checkbox"/> <b>FAX</b> to Requestor's Address <input type="checkbox"/> <b>PICK-UP</b> at Kelowna address	<b>IMPORTANT INFORMATION:</b> <ul style="list-style-type: none"> <li>Additional information fees apply to priority services</li> <li>Orders not picked up after 3 weeks will be destroyed.</li> </ul>
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FORM#151285 - 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 FEES (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.

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