

REALTOR /OWNER REQUEST FORM

PLEASE ENSURE ALL INFORMATION IS COMPLETED OR IT WILL BE RETURNED

Hugh & McKinnon Realty – 14007 16h Avenue, White Rock, BC V4A 1P9
ATTENTION: **ARIENNE** 604-531-1909 **RETURN FAX 604-541-8417**

******NO REQUEST PROCESSED ON FRIDAY – ORDERS RECEIVED AFTER 12 NOON WILL BE PROCESSED THE FOLLOWING BUSINESS DAY******

*COUNCIL MINUTES, BYLAWS, FINANCIAL STATEMENTS, FORM B WILL **ONLY BE RELEASED** WITH **WRITTEN CONSENT** OF THE REGISTERED OWNER **OR LISTING AGREEMENT ACCEPTED***

I Hereby confirm that I am: (please check box)

- the registered owner of the below unit (signature required below)**
- an agent authorized by an owner to receive the ordered documents (attach listing agreement)**

*I agree to pay the charges in full should I fail to pick up the documents after **two weeks** from the date they were ordered*

Signature of **OWNER**

Signature of Authorized **AGENT**

Date: _____ SL _____ PID _____ Property name or strata Plan _____

Civic Address _____

Vendors(Owners): _____

Real Estate Company: _____ Contact Name for pickup & payment: _____

PHONE #: _____ FAX #: _____ CELL #: _____

VISA#.....EXPIRY.....

MASTERCARD#..... EXPIRY

(Name on Card)

(Signature)

Amount will be charged to card on completion of request.

FORM B...

- REGULAR SERVICE 5 business days \$35.00 plus HST**
- RUSH SERVICE 2 business days \$70.00 plus HST**
- Please add an additional \$5.00 for fax or e-mail (large amounts of minutes etc. will not be faxed or e-mailed please arrange for pickup from our office)**
- E-mail address.....**

PLEASE check the following IF required (0.25 cents & HST) per page for photocopying on below items

- Bylaws Minutes 1 YEAR **or** 2 YEARS
- Strata plan/unit entitlement for **above unit only** or Complete and full strata plan for **all units**

it is recommended strata plan be obtained directly from LTO to ensure you are receiving the most current information

Other.....

Financial statement/rental disclosure statement & rules will be attached to your Form B as per new regulations