

ATIRA PROPERTY MANAGEMENT INC. - FORM F / FORM B – INFORMATION REQUEST

July 1 2010 HST - included.

Request can only be processed upon receipt of this completed form. Please complete form and fax to ATIRA

Fax # (604) 439-8804
Fax # (604) 531-9145

Phone # (604) 439-8848
Phone # (604) 531-9100

405 Powell St, Vancouver, BC, V6A 1G7
204 - 15210 North Bluff Rd, White Rock, BC, V4B 3E6

Order Date: _____ Strata Plan: _____ Strata Lot: _____ Unit # _____ PID#: _____

Legal description: _____

Civic Address: _____

Buyers: _____ Phone # _____ Sellers: _____

Registered Owner(s) Name(s) to be on Title & Phone # _____ Registered Owner currently on Title _____

Possession Date: _____ Completion Date: _____

Will the new owner reside on premise?: Yes ___ No ___ Address: _____

Ordered by Lawyer/Notary/Real Estate Company: (Please Circle): _____

Phone: _____ Fax: _____ Requested by (name): _____

Address: _____ Postal Code: _____

PLEASE INDICATE REQUESTED FORM(S) (with check mark in the box below)

PROVIDE IN 7 DAYS	Form F - regular	\$15 + \$1.80 HST =	\$16.80	_____	Form B - regular	\$35 + \$4.20 HST =	\$39.20	_____
4 - 6 DAY RUSH	Form F - rush	\$50 + \$6.00 HST =	\$56.00	_____	Form B - rush	\$70 + \$8.40 HST =	\$78.40	_____
2 - 3 DAY RUSH	Form F - rush	\$70 + \$8.40 HST =	\$78.40	_____	Form B - rush	\$90 + \$10.80 HST =	\$100.80	_____
* SAME DAY RUSH	Form F - rush	\$100 + \$12.00 HST =	\$112.00	_____	Form B - rush	\$160 + \$19.20 HST =	\$179.20	_____

* Same Day Rush is only if possible – please call to confirm receipt and ability to complete
 To have a form faxed & mailed (only for Lawyers/Notaries) will be \$2.50 plus HST: Yes ___ No ___

Documents are \$0.25 + 12% HST per page and are provided either with your Form B or in 7 days. Documents not with a Form B request are subject to either a \$30 + HST 2-6 day rush fee, or a \$50 + HST same day rush fee, in addition to the per page cost.
 Owner requests for documents not related to a sale are provided within 2 weeks of receiving request (Bylaws – 1 week)

Financial Statements: _____ Bylaws: _____ Minutes: _____

Other Documents: _____

DOCUMENTS WILL ONLY BE RELEASED UPON RECEIPT OF WRITTEN CONSENT FROM THE REGISTERED OWNER(S)

Owner's Signature: _____ (for permission to release Minutes)

You will be contacted when forms are ready for pickup. Payment is to be made either by cheque or cash (exact change) at the time of pickup.

To be completed by ATIRA Property Management Inc:

STRATA MANAGER _____ Strata Fees: _____

Account Balance: _____ (attach charge code summary)

Outstanding Assessments: _____ Due Date: _____

Contingency Fund: _____ Insurer: _____
 (less any funds approved and not transferred)

Move In or Out Fee: _____

Confirm the following attachments are included: (for Form B only)

<input type="checkbox"/> Charge code summary	<input type="checkbox"/> Amendments to bylaws not yet registered (e)	<input type="checkbox"/> Resolutions not filed at land titles (g)
<input type="checkbox"/> Notice of pending SGM / AGM (l)	<input type="checkbox"/> Agreements relating to alterations (c)	<input type="checkbox"/> Notices or work orders (k)
<input type="checkbox"/> Judgements, Court proceedings, arbitration and subsequent orders (h)		
<input type="checkbox"/> Undertaking letter required: (please call ATIRA Property Management Inc. to confirm holdback release)		

to pay: \$ _____ to holdback until: _____ \$ _____

For Internal use only

PAP cancelled	Y / N	A/R	_____	PM	_____
Fee commences	_____	Post dated Cheques	Y / N	Release Lien / Legal	Y / N
Undertaking Rec'd	_____	Adjustment to charges	_____	Unit Rented (Form K received)	Y / N on _____
		Release	_____	Call to Pick-up	_____
				Invoice #	_____