



HomeLife Advantage Realty (Central Valley) Ltd.

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LAWYER/NOTARY REQUEST FORM FOR HOA/HOC 2022

Requestor Information:

1. Lawyers/Notaries Agency Name: _____ File #: _____
2. Conveyancer Name: _____ E-Mail: _____
3. Requestor Agency Phone Number: _____ Ext: _____
4. Requestor Agency Address: _____
5. Forms Being Requested: **Certificate of Payment** **Information Certificate**

Strata Corporation Information:

1. Address: _____
2. Name of Complex _____ Unit # _____
3. Refinance? Title Change? Purchase?
4. Vendor's Last Name: _____ Vendor's Lawyer _____
5. Purchaser's Names: _____
6. Will the Purchaser be residing? Yes No
7. If above is NO, mailing address of purchaser: _____

8. Purchaser's phone numbers: _____ e-mail: _____
(mandatory) (mandatory)
9. Completion Date: _____ Possession Date: _____

Charges for Preparation of Forms:

RUSH FEE = \$500.00 + GST (same day)
RUSH FEE = \$400.00 + GST (next/one business day)
RUSH FEE = \$300.00 + GST (2 business days)
RUSH FEE = \$250.00 + GST (3 business days)
RUSH FEE = \$125.00 + GST (4 business days)

Information Certificate = \$35.00 + GST = \$36.75
Certificate of Payment = \$15.00 + GST = \$15.75
Depreciation Report = \$0.25 per page + GST
(mandatory with Form B)

(Please note that Rush fees are in addition to forms fees, and are based on business days.)

Requests for documents can only be made upon us receiving a COMPLETED request form. Requests submitted after 11am will be dealt with the next business day. All cancellations must be made within 24hrs of the original request, otherwise full charges will apply. Same day service can only be honored if request is made before 11am that day. Same and Next/One day rush fees cannot be cancelled. Extra documents (requested) will cost \$0.25 per page.