

CROFT AGENCIES LTD

FORMS AND DOCUMENTS PRICE LIST

PRICES:

Additional administrative fees apply to priority services.

Form B	\$35
Form B attachments	.25/pg
Form F	\$15
Minutes	.25/pg
Bylaws	.25/pg
Financials	.25/pg
Strata Plan	.25/pg
Engineering Report	\$25

SERVICE LEVELS:

REGULAR NON-PRIORITY

Documents will be ready in 7 Business Days as per the Strata Property Act

SAME DAY RUSH \$250.00

Document if received by noon will be ready by 5:00 pm

2 -3 DAY RUSH \$175.00

4-6 DAY RUSH \$100.00

CHANGES OR CANCELLATIONS:

Any changes or cancellations for same day requests must be received by noon of that day or full charges shall apply.

Any changes or cancellations for 2-3/4-6 day service must be received within 24 hours to avoid full charges.

Fees for documents requested from and provided by a Strata Property Agent must be paid whether the documents are picked up or not.

As per the restrictions of the Strata Property Act. Documents are destroyed after 30 days if not picked up.

CUT OFF TIME 12:00 NOON:

Orders received after this time will not be processed until the next business day excluding weekends and holidays.

All days of service are based on Business days.

TERMS OF PAYMENT:

We accept payment by Visa/Debit/Certified Check or Cash. Notaries and Lawyers may pay with a Letter of Undertaking.

CROFT AGENCIES LTD
APPLICATION FOR FORM F ORDER FORM (LAWYERS / NOTARIES)

Fax completed Form Request to **604-535-1767** – *please print clearly*

Strata Plan _____ Strata Lot _____ PID # _____

Legal Description: _____

Completion Date: _____ Possession Date: _____

Civic Address: _____

Company Name & Address: _____

Phone #: _____ Fax #: _____ Contact Name: _____

MAIL PICKING UP FAX DATE REQUIRED: _____

FORM F ONLY:

PURCHASER'S NAME: _____

PURCHASER'S NAME: _____

Purchaser's Telephone: _____ Home _____ Cell _____ Work _____

Will purchaser reside at the unit? ___ yes ___ no.

NON-RESIDENT ADDRESS: _____

VENDORS NAME (S): _____

_____ **Form F @ \$15.00 + GST**

_____ **Form B @ \$35.00 + GST**

_____ Fax @ \$10.00 (long distance) Max. 30 pages

_____ Postage \$5.00 _____ Email \$5.00 _____ Fax \$5.00 (local) Max 30 pages

Rush Charges applicable to requests required earlier than 7 days and are subject to GST

_____ Same Day Rush \$250.00 _____ 2-3 Day Rush \$175.00 _____ 4-6 Day Rush \$100.00

***Payment required at time of pick-up or provide Letter of Undertaking
 Visa/Debit/Cash Accepted/Certified Check***

To be completed by CROFT AGENCIES LTD

Strata Fees \$	Arrears \$	Special Levy
Move-in Fee \$	Move-out Fee \$	Others \$
Letter of Undertaking required	\$	<i>Owners List/Telephone updated:</i>
Payment Received		<i>Labels updated:</i>
Insurance Company:		<i>Welcome package sent:</i>

NOTE: No verbal information will be provided for this service. Info will be faxed or emailed with applicable charges in approx. 2-3 days. Urgent requests will be subject to Priority charges for information of this section.

NOTE: Any Changes or Cancellations must be received by noon of the date of order on a same day or full charges apply. For all other service Changes or Cancellations but be received within 24 hours to avoid full charges.

NOTE: For same day order you must submit completed request by noon of same day to receive documents by 5 pm.

APPLICATION FOR FORM B ONLY (REALTORS AND OWNERS)Fax completed Form Request to **604-535-1767** – *please print clearly*

Strata Plan _____ Strata Lot _____ PID # _____

Legal Description: _____

Completion Date: _____ Possession Date: _____

Civic Address: _____

Company Name & Address: _____

Phone #: _____ Fax #: _____ Contact Name: _____

 MAIL PICKING UP FAX DATE REQUIRED: _____**Form B @ \$35.00 + GST****PHOTOCOPIES** required @ \$0.25 / PAGE

Strata Council Meetings from _____ to _____

Annual General Meetings from _____ to _____

Special General Meetings from _____ to _____

_____ Current Bylaws	_____ Current Financial Statements
_____ Insurance Coverage details	_____ Fax @ \$10.00 (long distance, max. 30 pgs)
_____ Postage \$5.00	_____ Fax (local) \$5.00 (max. 30 pgs)
_____ Engineering Reports \$25.00	_____ Strata Plan
_____ Email \$5.00	

Rush Charges applicable to requests required earlier than 7 days and are subject to GST

_____ Same Day Rush \$250.00 _____ 2-3 Day Rush \$175.00 _____ 4-6 Day Rush \$100.00

Payment required at time of pick-up Cash/ Debit or Visa Accepted**To be completed by CROFT AGENCIES LTD**

Strata Fees \$	Arrears \$	Special Levy
Move-in Fee \$	Move-out Fee \$	Others \$
Letter of Undertaking required	\$	<i>Owners List/Telephone updated:</i>
Payment Received		<i>Labels updated:</i>
Insurance Company:		<i>Welcome package sent:</i>

Note: Our office does not provide verbal information for this service. Info will be faxed with applicable charges in approximately 2 – 3 days. Priority charges apply to urgent request for information in this section.

Note: Any Cancellations or Amendments for Same day rush forms must be received on the day of order or full charges shall apply. Cancellations or Amendments to service other than same day must be received within 24 hours of order day or full charges shall apply.