



**Form B / Form F – Information Request**

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

Accent Property Management Ltd.  
Email: [info@accentpm.ca](mailto:info@accentpm.ca) (email preferred)  
Fax: 250-549-2533 Phone: 250-542-1533

Order Date: \_\_\_\_\_ Strata Plan: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ PID #: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Buyers: \_\_\_\_\_ Possession Date: \_\_\_\_\_  
(Registered Owner(s) Name(s) to be on Title)

Seller: \_\_\_\_\_ Phone: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Non-Resident Buyer's Mailing Address: \_\_\_\_\_  
(if applicable)

Your Company: \_\_\_\_\_ Requested by: \_\_\_\_\_  
(Lawyer/Notary/Real Estate Company) (your name)

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**REQUESTED FORM(S) AND INFORMATION (PLEASE INDICATE WITH A  MARK BELOW):**

Note: Mandatory attachments will be provided with Form Bs.

**Form:**

<input type="checkbox"/>	Form F	\$15.00
<input type="checkbox"/>	Form B	\$35.00

<input type="checkbox"/>	BVSL/The Rise Rent Charge Account Balance Confirmation (rush fees apply)	\$50.00
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Items will be emailed.  
Prices documented do **NOT** include GST.  
Fax only available for <10 pages if requested initially.

**Timing & Cost:**

(Provided within 7 days unless expedited) Rush fee will not be charged if not available.

<input type="checkbox"/>	4 Day Rush	Within 4 business days	\$50.00
<input type="checkbox"/>	2 Day Rush	Within 2 business days	\$100.00
<input type="checkbox"/>	1 Day Rush	Close of next business day	\$150.00

**Payment Options:**

Payment arrangements are required.

<input type="checkbox"/>	Cash
<input type="checkbox"/>	Cheque
<input type="checkbox"/>	E-transfer

Attachments are \$0.25 per page.

<input type="checkbox"/>	Budget
<input type="checkbox"/>	Bylaws/Rules
<input type="checkbox"/>	Insurance Cover
<input type="checkbox"/>	Strata Plan

<input type="checkbox"/>	Financial Statements	Date Range:
<input type="checkbox"/>	Minutes	Date Range:
<input type="checkbox"/>	Depreciation Report	
<input type="checkbox"/>	Notes:	

**I/we confirm that I am/we are the registered owner, agent authorized by the owner, or a lawyer/notary authorized by the purchaser to receive the forms or documents requested. I/we agree to pay the charges in full as per the request, and understand this order is not refundable.**

SIGNATURE(S): \_\_\_\_\_ for permission to release information

**TO BE COMPLETED BY ACCENT PROPERTY MANAGEMENT LTD.**

Account Balance: \_\_\_\_\_ Strata Fees: \_\_\_\_\_

Outstanding Assessments: \_\_\_\_\_ Due Date: \_\_\_\_\_

CRF Balance: \_\_\_\_\_ Budget Balance: \_\_\_\_\_

AGM/SGM Notice: \_\_\_\_\_ Parking Stall(s): \_\_\_\_\_

Storage Locker: \_\_\_\_\_ Alterations: \_\_\_\_\_

Returned Post Dated Cheques: \_\_\_\_\_ Date: \_\_\_\_\_ Cancel DEFT: \_\_\_\_\_ Date: \_\_\_\_\_

Move-Out Fee: \_\_\_\_\_ Welcome Pack Completed: \_\_\_\_\_ Welcome Pack Delivered: \_\_\_\_\_

Delivery Method: \_\_\_\_\_ AR Payment Rec'd: \_\_\_\_\_ Ch.#: \_\_\_\_\_

Network Update:

Telephone List: \_\_\_\_\_ Parking List: \_\_\_\_\_ Rental List: \_\_\_\_\_ A/R Summary: \_\_\_\_\_ Deposit Sheet: \_\_\_\_\_

Enterphone List/Display: \_\_\_\_\_ AGM Roster: \_\_\_\_\_ Absent Owner Labels: \_\_\_\_\_ Key Deposit: \_\_\_\_\_