



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
Phone: 250-542-1533

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

Legal Description: _____

Civic Address: _____

Sellers: _____

Buyers: _____ Phone(s): _____

(Registered Owner(s) Name(s) to be on Title)

Buyer's Email addresses(es) _____

Non-Resident Buyer's Mailing Address: _____

(if applicable)

Completion Date: _____ Possession Date: _____

REQUESTOR/BILLING:

Your Company: _____ Requested by: _____

(Lawyer/Notary/Real Estate Agent, Owner)

(Your Name)

Address: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

FORMS AND DOCUMENTS REQUESTED (PLEASE INDICATE WITH A ✓ MARK BELOW):

Note: Mandatory attachments will be provided with Form Bs, these are 0.25/page and are mandatory (not optional).

<input type="checkbox"/>	Form F	\$15.00	<input type="checkbox"/>	BVSL/The Rise Rent Charge Account	\$50.00	Items will be emailed. Prices do NOT include GST.
<input type="checkbox"/>	Form B	\$35.00	<input type="checkbox"/>	Balance Confirmation (rush fees apply)		

Timing & Cost:

(PROVIDED WITHIN 7 DAYS UNLESS EXPEDITED) Rush fee will not be charged if not available.

<input type="checkbox"/>	6 Day Rush	Within 6 business days	\$75.00
<input type="checkbox"/>	4 Day Rush	Within 4 business days	\$150.00
<input type="checkbox"/>	2 Day Rush	Within 2 business days	\$250.00
<input type="checkbox"/>	1 Day Rush	Close of next business day if available	\$350.00

Payment Options:

Payment arrangements are required.

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

Documents and Attachments are \$0.25 per page.

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

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

Requests received after 12 noon, will be considered received on the next business day.

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: _____

Parking Stall(s): _____ AGM/SGM Notice: _____

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: _____