



Form B / Form F – Information Request

Request can only be processed upon receipt of this completed form.
Please sign completed form and 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 address(es) _____

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

Completion Date: _____ Possession Date: _____

REQUESTOR/BILLING:

Your Company: _____ Requested by: _____
(Lawyer/Notary/Real Estate Agent, or Owner's Name) (Your Name)

Address: _____ Postal Code: _____

Phone: _____ Email(s): _____

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 applicable taxes.
<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

Sorry,
NO CREDIT CARDS

Documents and attachments are \$0.25 per page.

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

<input type="checkbox"/>	Minutes	Minutes Date Range:
<input type="checkbox"/>	Financial Statements	Financials Date Range:
<input type="checkbox"/>	Depreciation Report**	AGM/SGM Notice**
<input type="checkbox"/>	Electrical Planning Report**	

Notes: _____

* Form F Mandatory attachments * & ** Form B Mandatory Attachments

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. Unsigned requests will not be accepted.

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): _____	Fiscal YE: _____
Storage Locker: _____	Alterations: _____
Boat Slip: _____	Move In/Out Fees: _____