



# 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](mailto: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: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ 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"/>	Form B	\$35.00

<input type="checkbox"/>	BVSL/The Rise Rent Charge Account	\$50.00
<input type="checkbox"/>	Balance Confirmation (rush fees apply)	

Items will be emailed.  
Prices do **NOT** include applicable taxes.

#### 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 - <b>Date Range:</b>
<input type="checkbox"/>	Financial Statements - <b>Date Range:</b>
<input type="checkbox"/>	Depreciation Report** If available
<input type="checkbox"/>	Electrical Planning Report** If available
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: \_\_\_\_\_

AGM/SGM Notices: \_\_\_\_\_

Parking Stall(s): \_\_\_\_\_

Fiscal YE: \_\_\_\_\_

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

Alterations: \_\_\_\_\_

Boat Slip: \_\_\_\_\_

Move In/Out Fees: \_\_\_\_\_