



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: _____ 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).

☐	Form F	\$15.00
☐	Form B	\$35.00

☐	BVSL/The Rise Rent Charge Account	\$50.00
☐	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.

☐	6 Day Rush	Within 6 business days	\$75.00
☐	4 Day Rush	Within 4 business days	\$150.00
☐	2 Day Rush	Within 2 business days	\$250.00
☐	1 Day Rush	Close of next business day if available	\$350.00

Payment Options:

Payment arrangements are required.

☐	Cash
☐	Cheque
☐	E-transfer

Sorry,
NO CREDIT CARDS

Documents and attachments are \$0.25 per page.

☐	Bylaws
☐	Rules**
☐	Budget*
☐	Insurance Cover*
☐	Strata Plan

☐	Minutes - Date Range:
☐	Financial Statements - Date Range:
☐	Depreciation Report** If available
☐	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: _____