



# VANCOUVER CONDOMINIUM SERVICES LTD.

400 – 1281 W. GEORGIA STREET, VANCOUVER, B.C. V6E 3J7

## Document Request Form (Owner authorization must be attached)

Requesting Date: \_\_\_\_\_ Pick-up Date: \_\_\_\_\_

Name of person requesting documents: \_\_\_\_\_

Company \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cell \_\_\_\_\_

Strata Plan No: \_\_\_\_\_ Strata Lot: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

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

### REQUEST FOR MINUTES (including all Annual & Special General Meetings)

- Dates \_\_\_\_\_ to \_\_\_\_\_ \$ .25/page
- REQUEST FOR BYLAWS \$ .25/page
- REQUEST FOR CURRENT FINANCIAL STATEMENT \$ .25/page
- REQUEST FOR ENGINEER REPORTS \$ .25/page
- REQUEST FOR STRATA PLAN (full set only) \$ .25/page
- FORM B (Section 59) \$35
- ADD Rush Charges? (48 Hours = \$125, 3 – 4 Days = \$100, 5 – 6 Days = \$50) \$ \_\_\_\_\_
- No Rush = documents will be prepared within 7 days; our staff will call you for pick up.

TOTAL COST OF ABOVE ITEMS WILL BE FILLED OUT BY OUR STAFF. 12% tax to be added

If you would like to pay by credit card, please fill out:

Card type & number: \_\_\_\_\_ expiring date: \_\_\_\_\_

Pick up documents at Accounting Receptionist: 400-1281 West Georgia Street, Vancouver

MAIN TEL: (604) 684-6291

ACCOUNTING TEL: (604) 684-5329  
ACCOUNTING FAX: (604) 687-0537

TOLL FREE: 1-877-684-6291  
WEB SITE: www.vancondo.com