



**REQUEST FOR HOMEOWNERS CORPORATION SCHEDULE A
/SECTION 36 (Information Certificate/Certificate of Full
Payment) For Lawyers / Notaries Only**

401-958 W. 8th Ave. Van. BC, V5Z 1E5 | T: 604.685.3227
F: 604.893.1721 | info@awmalliance.com

Please fill in the following information and send to us via website, fax or email. All fields are required to fill out.

REQUESTOR INFORMATION

Completion Date _____ Date of Request _____
 Requesting Firm _____ Firm Address _____
 Contact Name _____ Phone # _____
 Fax # _____ Contact Email _____

SUBJECT UNIT / CONTACT / PARKING & STORAGE INFORMATION (IF APPLICABLE, MUST BE STATED)

Civic Address _____ Parking _____ Storage _____
 Legal Description _____
 Purchaser's Name (if applicable) _____
 Purchaser's Mailing Address (if they will **NOT** be residing in the unit) _____
 Purchaser's Email (this is required for registration on the Community Website) _____
 Purchaser's Phone # _____
 Vendor's (Current Owner's Name(s)) _____
 Vendor's Phone #/Email _____

PURCHASER/COMPLETION INFORMATION

Purpose Conveyance Mortgage/Refinance Transfer of Name Add to Title Remove from Title

DELIVERY OPTIONS: Please note the rush fees on completion of Forms sooner than 7 days (see below). Any form received after 12:00 PM OR outside of business hours will be considered as received the next business day. Please submit any Same Day requests by noon. The following prices are not inclusive of additional documents & requests. **PLEASE NOTE THAT RUSH SERVICE FEES DO NOT APPLY TO PURCHASES FROM DEVELOPERS. A STANDARD \$10.00 COPY AND HANDLING FEE WILL APPLY.**

	7 Days	5 - 6 Days	3 - 4 Days	1-2 Days	Same Day
Rush Service Fee in addition to below:		\$100 + GST	\$150 + GST	\$225 + GST	\$300 + GST
Form A (\$35 + GST)	___	___	___	___	___
Section 36 (\$15 + GST)	___	___	___	___	___
Form A / Section 36 (\$50 + GST)	___	___	___	___	___

ADDITIONAL DOCUMENTS (Please select document as required)

Meeting Minutes :
 12 Months (\$0.25/page) 18 Months (\$0.25/page) 24 Months (\$0.25/page)
 Month of _____ Year _____ (to) Month of _____ Year _____
 1 Month (\$0.25/page) Month of _____ Year _____
 Engineer's Report (if available - \$0.25/page) Building Plans (\$0.25/page)
 Rules (\$0.25/page) Latest Financials Statement including Current Budget (\$0.25/page)
 Bylaws (\$0.25/page) Developer's Rental Disclosure (if available - \$0.25/page)
 Depreciation Report (if available - \$0.25/page)
 OTHER DOCUMENT REQUESTS *Please note: documents are charged at \$0.25/page _____

DELIVERY METHOD (Please choose only one of the following options)

Self-Pick Up - No extra charge (Not available during COVID-19)
 Courier Pick-Up - You arrange the courier pick up at your own expense - WE WILL CALL YOU WHEN READY FOR PICK UP
 Fax (\$15 + GST Service Charge) **Email** (\$5 + GST Service Charge): Email to: _____