

# CONDEX PROPERTY MANAGEMENT LTD.

210-2695 Granville St, Vancouver, BC V6H 3H4      604-682-5611(ph)      604-682-5614(fax)

S/PLAN: \_\_\_\_\_ OWNER: \_\_\_\_\_ UNIT: \_\_\_\_\_ S/L: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ DATE OF PICKUP: \_\_\_\_\_

**REQUESTED BY:**

OWNER: _____	PHONE: ( ) _____
AGENT: _____	PHONE: ( ) _____
FIRM: _____	PHONE: ( ) _____

## DOCUMENT PRICE LIST

FORM B	IN 7 DAYS - STRATA PROPERTY ACT	\$ 35.00	_____	_____
FORM B	RUSH – 48 HOURS	185.00	_____	_____
FORM F	IN 7 DAYS - STRATA PROPERTY ACT	15.00	_____	_____
FORM F	RUSH – IN 48 HOURS	95.00	_____	_____
MINUTES	IN 14 DAYS –STRATA PROPERTY ACT (PER/PG)	0.25	_____	_____
MINUTES	RUSH – 48 HOURS (PER SET)	15.00	_____	_____
BYLAWS	IN 14 DAYS – STRATA PROPERTY ACT (PER/PG)	0.25	_____	_____
BYLAWS	RUSH – 48 HOURS	40.00	_____	_____
FINANCIALS	IN 14 DAYS –STRATA PROPERTY ACT (PER/PG)	0.25	_____	_____
FINANCIALS	RUSH – 48 HOURS	20.00	_____	_____

OTHER FORM REQUESTS: \_\_\_\_\_

MNTC \$: _____	<i>SUB-TOTAL:</i>	_____
CRF: _____	<i>GST #136853223</i>	_____
ARREARS: _____		
RENTALS: _____	<b>TOTAL:</b>	<b>\$ _____</b>

<b><u>QUICK PAK</u></b>	<b>WITHIN 2 DAYS OF REQUEST (INCLUDES GST)</b>	<b>\$ 95.00</b>
BYLAWS & RULES/REGULATIONS	_____	
FINANCIAL STATEMENT	_____	
COUNCIL MINUTES (12 MONTHS)	_____	
ANNUAL GENERAL MTG(S) (12 MONTHS)	_____	
SPECIAL GENERAL MTG(S) (12 MONTHS)	_____	
PRIOR YEAR(S) MINS @ \$40.00/YR	_____	
	<b>TOTAL:</b>	<b>\$ _____</b>

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**FORM-B/FORM F REQUEST FORMS**

INFORMATION FROM LAW FIRM:

DATE: \_\_\_\_\_ Requesting Firm's Name & Address: \_\_\_\_\_  
Forms Required: \_\_\_\_\_  
Form-F (#115): \_\_\_\_\_ Form-B (#59): \_\_\_\_\_  
(Charges): \$ \_\_\_\_\_ \$ \_\_\_\_\_  
GST: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_ Attn: \_\_\_\_\_ Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Strata Plan: \_\_\_\_\_ Strata Lot: \_\_\_\_\_ District Lot: \_\_\_\_\_ PID: \_\_\_\_\_  
Civic Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Purchaser's Name(s): \_\_\_\_\_  
(Mr./Mrs./Ms./Miss) \_\_\_\_\_  
Residing? Yes No Completion Date: \_\_\_\_\_ Possession Date: \_\_\_\_\_  
Non-Resident Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Vendor's Name(s): \_\_\_\_\_

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RESPONDING TO LAW FIRM:

Cheques Destroyed? \_\_\_\_\_ Date: \_\_\_\_\_ Close PAP: \_\_\_\_\_ Attached: \_\_\_\_\_  
Maintenance Fees: \$ \_\_\_\_\_ Arrears: \$ \_\_\_\_\_  
CRF Amount: \$ \_\_\_\_\_ Interest: (ED) \$ \_\_\_\_\_  
Insurance Co.: \_\_\_\_\_ Undertaking: \$ \_\_\_\_\_  
Purchaser Responsible For Maintenance Commencing: \_\_\_\_\_  
Move In/Out: \$ \_\_\_\_\_ Spec. Assessment: \$ \_\_\_\_\_ Due: \_\_\_\_\_  
Notified Law Firm Of Bylaws: \_\_\_\_\_ For: \_\_\_\_\_

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Forms Were Mailed: \_\_\_\_\_ Call For Pick Up: \_\_\_\_\_

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UPDATES IN OFFICE:

Mstr Owners List: \_\_\_\_\_ Computer: \_\_\_\_\_ Levy Move-In Fee: \_\_\_\_\_ Enterphone: \_\_\_\_\_

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INTRO PACKAGE:

Intro Letter: \_\_\_\_\_ Bylaws: \_\_\_\_\_ Council List: \_\_\_\_\_ Form K: \_\_\_\_\_ PAP form: \_\_\_\_\_ Date Mailed: \_\_\_\_\_

Info. Request form: \_\_\_\_\_

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PAYMENTS FROM LAW OFFICE:

Undertaking Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Move-In Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Form "F": \$ \_\_\_\_\_ Form "B": \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_  
Other: \_\_\_\_\_ Date Received: \_\_\_\_\_