

Date of Receipt: _____ (Office Use Only)

Document Order Form for Notary / Lawyer

1. CONTACT INFORMATION			
Contact Name		Company	
Company Address		Phone Number	Fax Number
2. STRATA INFORMATION			
Strata Plan	PID	Legal Description	
Vendor's Name		Civic Address	
3. PURCHASER INFORMATION			
<input type="checkbox"/> Purchase/Sale of Property <input type="checkbox"/> Mortgage Renewal <input type="checkbox"/> Transfer of Name			
Purchaser's Name	(First Name)	(Last Name)	
	(First Name)	(Last Name)	
Phone Number		Email	
Will the new owner(s) reside in the property?	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No – If so, please provide the mailing address below		
Mailing Address (Please include postal code)		STRATA FEE PAYMENTS (EFT / Post-Dated Cheques)	MOVING ACTIVITIES
		<input type="checkbox"/> Terminate or Change <input type="checkbox"/> Continue with existing	<input type="checkbox"/> Move-In <input type="checkbox"/> Move-Out <input type="checkbox"/> None
4. DOCUMENTS REQUESTED			
IMPORTANT INFORMATION: Please note that the order may be delayed if the signed undertaking is not received by our office at least 4 business days in advance before the <u>Requested Mail/Pick Up Date shown in below</u> and Rush fee may be applicable based on the received date of the signed undertaking. Requests received on weekends, statutory holidays, and after 12pm on business days are considered to be received on the next business day.			
ADDITIONAL RUSH CHARGE			
PICK UP ON:	4TH BUSINESS DAY	+\$50.00	NEXT BUSINESS DAY
	3RD BUSINESS DAY	+\$100.00	SAME DAY AS ORDER DATE
			+\$150.00
			+\$200.00
Requested Mail/Pick Up Date	PLEASE CHECK BELOW		
Completion Date	<input type="checkbox"/> FAX (additional \$5.00+GST) <input type="checkbox"/> PICK UP		
Possession Date	<input type="checkbox"/> MAIL (additional \$5.00+GST for every 40 pages)		
Form B (\$35.00) + Attachments* (price as below) + GST			
<input type="checkbox"/> Included: Bylaws (\$5.00) & Rules (\$0.25/page), Annual Budget (\$0.25/page), Rental Disclosure Statement (\$0.25/page), and Depreciation Report, if any, (\$0.25/page)			
<input type="checkbox"/> Form F (\$15.00) + Welcome Package (\$12.00, to be mailed directly to the new owner - please ensure correct mailing address is provided) + GST			
*Please attach request for other documents if different from above			

REQUESTER'S INITIALS	
-----------------------------	--

TML Management Group Ltd.

5. UNDERTAKING (FOR OFFICE USE ONLY)	
(1) Outstanding Fees \$ _____ (3) Strata Fees \$ _____ (For the Month of _____) <i>This amount does not include any dishonoured check(s) and/or rejected auto payment report received after this undertaking is being signed.</i>	(2) Move In Fee (For Purchaser) \$ _____ Move Out (For Vendor) \$ _____ Move In Damage Deposit (For Purchaser) \$ _____ Move Out Damage Deposit (For Vendor) \$ _____ (4) Special Levy \$ _____
Important: All fiscal year-end deficit/surplus are not undertaken and will be the responsibility of the new owner.	
Total \$ _____	Please issue a cheque for the above fees (1), (2), (3), & (4) made payable to the above Strata Corporation. The undersigned undertakes to pay the mentioned total amount within 14 days after completion of the purchase and sale of the strata property.
Insurance Company _____	Telephone _____
TML Documentation Fee: \$ _____ †	
† Fees for all documents requested and provided by a Strata Property Agent <u>must be paid</u> regardless if the undertaking/purchasing procedures go through or not. Please issue a cheque payable to "TML Management Group LTD." for the TML Documentation Fee. The undersigned undertakes to pay the documentation fee within 14 days of the undersigned's execution of this undertaking irrespective of final completion of the purchase and sale of the strata property for which the undersigned has requested documents.	
6. RUSH FEE REMINDER (FOR OFFICE USE ONLY)	
Reminder: Signed Undertaking received after below listed date & time, Rush Fee [◇] will be charged:	
<ul style="list-style-type: none"> - _____ after 12:00 noon, Rush Fee \$50 for ready <i>within 4 Business Days</i>; - _____ after 12:00 noon, Rush Fee \$100 for ready <i>within 3 Business Days</i>; - _____ after 12:00 noon, Rush Fee \$200 for ready on the <i>Same Business Day</i>. 	
◇ By signing below, the undersigned acknowledges and agrees to any applicable rush fee as noted in this section.	

Signature: _____
 Company: _____
 Date: _____

Please SIGN and RETURN upon receipt of the completed information of the Undertaking and TML Documentation Fee (Part 5 & 6).