



DOCUMENT REQUEST FORM – 1 JANUARY 2006 RATES

DATE: _____, 2006 COMPANY: _____
 CONTACT: _____ TEL: _____ FAX: _____
 UNIT #: _____ ADDRESS: _____
 NEW OWNERS NAME _____ PHONE #: _____
 POSSESSION DATE: _____, 2006

	<u>REGULAR</u> (3-10 days)	<u>RUSH PRICE</u> (within 48 hrs)
_____ ESTOPPEL CERTIFICATE	\$ 107.00	\$214.00
_____ BY-LAWS	\$ 16.05	\$ 32.10
_____ MANAGEMENT AGREEMENT	\$ 16.05	\$ 32.10
_____ AUDITED FINANCIAL REPORT	\$ 10.70	\$ 21.40
_____ CURRENT FINANCIAL STATEMENT	\$ 5.35	\$ 10.70
_____ ENGINEER'S PTC REPORT	\$ 16.05	\$ 32.10
_____ AGM MINUTES	\$ 5.35	\$ 10.70
_____ BOARD MINUTES	\$ 5.35 @	\$ 10.70 @
_____ OWNER OCCUPANCY LETTER	\$ 5.35	\$ 10.70
_____ INSURANCE CERTIFICATE	\$ N/C	\$ 5.35
_____ ANNUAL CURRENT BUDGET	\$ 5.35	\$ 10.70
_____ RESERVE FUND PLAN	\$ 5.35	\$ 10.70
_____ RESERVE FUND REPORT	\$ 16.05	\$ 32.10

	=====	=====
INVOICE TOTAL	_____	_____

GST #R13838 5232

SPECIAL INSTRUCTIONS & NOTES:

Please select which documents you are ordering and indicate regular or rush service. FAX back to 253-0673. Do not forget to fill in your name, company name, telephone number and name or address of the condominium you are requesting documents for. You will be contacted by telephone when documents are ready for pick up. *All documents shall be paid for at time of pickup from this office.* **Payments accepted by cheque (payable to ACMS) or cash only.**

FOR OFFICE USE:

_____ Estoppel Clear

_____ Payment for Documents in the amount of \$ _____ (Payable to ACMS)

_____ Arrears in the amount of \$ _____ (payable to condominium corporation)

_____ Return Post-Dated Cheques/Cancel PAP