



TAURUS COMMERCIAL REAL ESTATE SERVICES LTD.

200 – 5446 152 STREET, SURREY, BC V3S 5J9

PHONE: 604 531-1685 FAX: 604 531-1658

WWW.TAURUSCOMMERCIAL.CA

1. CONTACT INFORMATION

Name of Person Requesting Documents:

Company:

Address:

Phone:

Fax:

E-mail:

2. PROPERTY INFORMATION

Purchaser's Full Name(s):

Vendor's Full Name(s):

Civic Address of Property:

Legal Description:

PID #

Completion Date:

Sale of Property

Mortgage Renewal

Transfer of Name

Other _____

3. OWNER AUTHORIZATION

I hereby confirm that I am a registered owner or an agent authorized by an owner and entitled to receive the documents ordered. I agree to pay the charges in full and understand this order is non-refundable.

 Print Name

 Authorized Signature

4. DOCUMENTS REQUESTED

DATE: _____

- Form B + Attachments (Rules, current budget, Rental Disclosure Statement (Form J, if any) and Depreciation Report (if any). \$35.00 + \$0.25 per page
- Form F (Lawyers and Notaries only) \$15.00
- Minutes – specify time period:
 - AGM - from mth/yr _____ / _____ to mth/yr _____ / _____
 - SGM - from mth/yr _____ / _____ to mth/yr _____ / _____} \$0.25 per page
- Rules By-Laws Depreciation Report
- Current Monthly Financial Statement Most Recent Fiscal Year End Financial Statement
- Engineer's Report (if available, most recent) \$15.00

5. SERVICE AND DELIVERY

Standard – 7 Business Days – No charge

RUSH – Available for pick up within 4 Business Days - \$100.00

Orders received after 1:00 pm will be processed the next business day.

Check one delivery method only: Pick-up

E-mail

6. PAYMENT

Delivery upon payment only. Documents will not be released until payment by **CASH** (exact), **CHEQUE** or **MONEY ORDER** is received in our office. Credit card payment is not available. Undertakings are not accepted. All fees are subject to sales taxes.