

Please complete in full and return this form along with payment to Braemore Management Ltd. Please note that requests will not be released until ALL FIELDS have been filled out and payment is received in full.

A	DATE REQUESTED		DATE REQUIRED		CLOSING DATE		
	IF POSSESSION IS ON THE FIRST OF THE MONTH, WHO WILL BE PAYING CONDO FEES				☐ SELLER	☐ PURCHASER	
B	SELLER'S NAME						
	PLAN NO.				LEGAL UNIT NO.		
	PROPERTY ADDRESS				UNIT NO.		
	CITY		PROV		POSTAL CODE		
C	PURCHASER'S NAME						
	WILL PURCHASER BE LIVING ON SITE?				☐ YES	☐ NO	
	MAILING ADDRESS (IF NOT LIVING ON SITE)				SUITE NO.		
	CITY		PROV		POSTAL CODE		
	EMAIL ADDRESS				PHONE NO.		
	PURCHASER'S LAWYER						
D	COMPANY / LAWYER ORDERING DOCUMENTS						
	CONTACT NAME						
	ADDRESS				SUITE NO.		
	CITY		PROV		POSTAL CODE		
	EMAIL ADDRESS				PHONE NO.		
E	✓	DOCUMENT			PRICE	GST (5%)	TOTAL
		ESTOPPEL CERTIFICATE - WITHIN TEN (10) DAYS			\$ 200.00	\$ 10.00	\$ 210.00
		INFORMATION STATEMENT - WITHIN TEN (10) DAYS			\$ 100.00	\$ 5.00	\$ 105.00
		CERTIFICATE OF INSURANCE- WITHIN TEN (10) DAYS			\$ 10.00	\$ 0.50	\$ 10.50
		RUSH: ESTOPPEL CERTIFICATE - WITHIN THREE (3) BUSINESS DAYS			\$ 300.00	\$ 15.00	\$ 315.00
		RUSH: INFORMATION STATEMENT - WITHIN THREE (3) BUSINESS DAYS			\$ 150.00	\$ 7.50	\$ 157.50
		RUSH: CERTIFICATE OF INSURANCE- WITHIN THREE (3) BUSINESS DAYS			\$ 30.00	\$ 1.50	\$ 31.50
		TOTAL PAYABLE			\$ 0.00	\$ 0.00	\$ 0.00

DOCUMENT RELEASE

Braemore Management Ltd. shall, within ten (10) days of receiving the request, supply all documentation requested, unless a rush request has been clearly marked, therefore providing selected items within three (3) business days.

Requested document(s) will not be released until payment has been received in full by our office from the requestor.

PAYMENT INFORMATION

Please have payment remitted for the total of all selected documents from the options below. Full payment is required before the release of any document.

- **Cash (in Office).** If providing payment via cash, please ensure to provide payment with exact change.
- **Cheque (in Office, by Mail).** Please make cheques payable to "Braemore Management Ltd." and sent to the address below.
- **e-Transfer (Online).** We are pleased to provide you with the option of e-Transfer for document request purchases. Payments can be sent to condodocs@braemore.ca and we request that you provide the property address in the description.