

**Owner Request for
Strata Lot Payment Ledger**



Name of Owner Requesting Ledger (please print): _____

Civic Address of Strata Property: _____

Strata Plan No.: _____ Strata Lot No.: _____

Period Requested*: For Calendar Year: _____

Phone No. () _____

*Records may be limited to the period your strata is managed by Baywest

Cost: A \$25.00 + GST charge to the registered owners of the unit will be required for each ledger request. Only credit card payments are accepted, and card information must be provided at the time of order.

Ledger Delivery Method: Please Select One:

E-mail (Enter E-Mail Address): _____

Fax (Enter Fax-Number): __ (____) _____

Mail (If different from civic address): _____

Pick up at Baywest Office (Please Circle): Surrey / Abbotsford / Vancouver

Please allow 5 business days for processing.

I hereby confirm that I am a registered owner and entitled to receive the documents ordered. I agree to pay the charges in full and understand this order is **Non-refundable**.

Signature _____ Date _____

Return Request Form by Faxing to Applicable Office:

Vancouver Office
Fax: 604-592-3630

Surrey Office
Fax: 604-592-3965

Abbotsford Office:
Fax: 604-853-7530

* The bottom portion of this form will be shredded once payment is processed.

Credit Card Payment Information, (required prior to processing order).

Visa / MC (please circle card type)

Card # _____

Name on Card _____

Expiry Date: month: ____ / year: ____

Office Use: authorization # _____

Reception Accountant