

## STATUS CERTIFICATE REQUEST FORM

\*\* Please print clearly.

Status Certificate Requested by: \_\_\_\_\_

Telephone: \_\_\_\_\_ Digital Copy to be Sent Via E-Mail: \_\_\_\_\_

Corporation No.: \_\_\_\_\_

Complete Property Address: \_\_\_\_\_

Status Certificate is required for:

**SALE** ☐ **FINANCING** ☐  
(Please check reason for request)

Vendor: \_\_\_\_\_

Purchaser: \_\_\_\_\_

Closing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(if available)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

Updated: February 2017

Payment: Certified Cheque/Money Order ☐ Visa ☐ MasterCard ☐

The fee to complete a status certificate is \$100.00. If you are sending this via email, the signature can be an electronic signature. To do so, type your legal name followed with an asterisk (\*). The \* refers to a comment of "Executed Pursuant to the Electronic Commerce Act (Ontario)." You can confirm this with your legal advisor.

Acceptable forms of payment include:	Certified Cheque or Money Order made payable to <i>Maple Ridge Community Management Ltd.</i>
	Visa or MasterCard (Additional processing fee of \$35.00)

**We do not accept VISA DEBIT**

In accordance with the *Condominium Act*, our office has 10 days to produce the status certificate package upon receipt of the written request and payment. Once the status package is ready, we will email the digital link to you at the email address provided on this form. Please be advised that your lawyer is required to provide us with a legal ownership change upon closing of the unit.

1. Fax your completed form(s) to fax# (905) 507-6722 or
2. Email your completed form(s) to [status@mrcm.ca](mailto:status@mrcm.ca)

### RUSH STATUS REQUEST:

If you require a status certificate faster than the 10 days, the fee is \$240.00 and it will be completed within 5 days upon receipt of written request and payment.

### TERMS AND CONDITIONS

1. For RUSH status requests received after 13:00, they will be processed the next business day. Hence, the 5-day timeframe will begin the next business day if requests are received after 13:00.
2. For credit card payments, the 5-day (for rush requests)/ 10-day (for normal requests) timeframe will begin when payment has been processed.



## STATUS CERTIFICATE CREDIT CARD PAYMENT



### PAYMENT AUTHORIZATION

We do not accept VISA DEBIT

Unit #: \_\_\_\_\_

Corporation Name: \_\_\_\_\_

Unit Street Address: \_\_\_\_\_

Email receipt should be sent to: \_\_\_\_\_

Phone #: \_\_\_\_\_

I authorize **MRCM** to process a payment of \_\_\_\_\_ on my credit card outlined below.  
Please note there is a \$35 processing fee.

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**VISA**

**MASTERCARD**

Credit Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_ CVV2/CVC2: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Street City Province Postal Code

If you are sending this via email, the signature can be an electronic signature. To do so, type your legal name followed with an asterisk (\*).

The \* refers to a comment of "Executed Pursuant to the Electronic Commerce Act (Ontario)."

### INTERNAL OFFICE USE ONLY

Approval Code: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_