



# Strata Management and Required E-Filing

## HOW does it affect you?

Since May 7, 2012, all Strata forms must be **electronically** filed. This requires a digital signature to be affixed to the electronic form that must accompany the **original** signed Strata form. Only Solicitors and Notaries Public have the authority to digitally sign documents for electronic filing.

## WHAT can we do for you?

1. Prepare the required electronic form:
  - Form 17- Charge, Notation or Filing (Form **G**)
  - Form 17- Cancellation of Charge, Notation or Filing (Form **H**) or
  - SPA Filing form (Form **D**, Form **I**)
2. Arrange for Notary Public to digitally sign
3. Electronically file the document, and
4. Email a filed copy to you, along with our invoice

**Our flat rate strata form package fee is \$34**  
(plus GST and all applicable disbursements).

## WHO are we?

For over 48 years, **West Coast Title Search Ltd.** has proudly served B.C.'s real estate professionals with pride and distinction. Our experienced and knowledgeable staff are a proven resource for our clients. Our commitment to you is the same: **professional, accurate, dependable service.**

## WHEN can we help you?

Once your **original signed strata form** is ready, you may mail or courier the original form to:

West Coast Title Search Ltd.  
99 Sixth Street  
New Westminister, BC V3L 5H8

For local clients, you may drop off the original form at our office. Our hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

**We look forward  
to being of service to you!**

