

DATE : \_\_\_\_\_  
TO : Property Management Office  
FOR : Suite \_\_\_\_\_ at 36 / 38 Lee Centre Drive  
FROM : \_\_\_\_\_

I would like to request a Status Certificate and all other usual accompanying documentation for the above premises.

The information is as follows:

PURCHASER : \_\_\_\_\_  
VENDOR : \_\_\_\_\_  
CLOSING DATE : \_\_\_\_\_

Please call \_\_\_\_\_ phone # \_\_\_\_\_  
for Status Certificate pick-up when ready.

**PLEASE MAKE CHEQUE (\$100.00) PAYABLE TO “BROOKFIELD RESIDENTIAL SERVICES LTD.”**

CHEQUE RECEIVED : \_\_\_\_\_  
CHEQUE NUMBER : \_\_\_\_\_