



And Associates Ltd.

How to order a status certificate

1) Email, call or fax your request for a status certificate. Please include the full address for the status certificate and purpose of the status certificate whether it is for a mortgage renewal, unit has sold or unit is on the market.

If the unit has sold, include the proposed closing date and names(s) of the new owners.

Include your contact information and whether status certificate is to be sent by email, pick up or to be mailed.

2) Debit transfer \$100.00 (including tax) to the email address below and be sure to provide the password with the email address the package is to be sent to.

Or hand deliver a cheque in the amount of \$100.00 (including tax) payable to Ruslarken & Associates Ltd to the UPS store at 1860 Appleby Line in Burlington to box 500.

Or mail the cheque to Ruslarken & Associates at the address below.

3) Upon receipt of the debit transfer or cheque, if you are having the package sent by email, be sure to include all email addresses that the package is to be sent to.

If you are picking up the status certificate, you will be notified when the status certificate may be picked up at the UPS store. When picking up at UPS, please be sure to ask for the package by the complete address of the status certificate.

If your request is to have the status certificate mailed, it will be mailed shortly after receipt of the cheque.

Fax number is 905-332-0997

Email address is tina@ruslarken.com

Mailing address is

Suite 500, 1860 Appleby Line, Burlington, Ontario, L7L 7H7