



Tsleil-Waututh Nation
 Department of Public Works
 3178 Alder Court
 North Vancouver, BC V7H 2V6
 Tel: (604) 929-3454

Lands Office Document Request Form

To avoid delays, please ensure all fields are completed. Once completed please submit to lands@twnation.ca or return to TWN Reception. Please note: we have a 3 business day turn around, depending on the volume of requests. **For Property Tax related requests please contact propertytax@twnation.ca**

Name of Requestor:		Email:	
Company Name:	Phone #:	Date of Request:	
Type of document:		Fee (including GST)	
<input type="checkbox"/> Parcel Abstract Report (PAR = Title Search)\$30	
<input type="checkbox"/> Sublease\$60	
<input type="checkbox"/> Lease / Head Lease\$60	
<input type="checkbox"/> Mortgage\$60	
<input type="checkbox"/> Strata Plan\$60	
<input type="checkbox"/> Assignment\$60	
<input type="checkbox"/> Other: _____			

Property Information:	Civic Address:
	Name of Building:
	Registered Owner Name (Not required for Lease or Strata Plan):
	Legal Description:
	PIN Unit # Lot(s) Plan Number(s) 9-digit # starting with 902 or 903 within Burrard Inlet IR No. 3

We do require payment before we release the documents to you.

(Please see next page for payment details —>)

Please note we only accept:

- CASH in the exact amount;
- CHEQUE payable to TSLEIL-WAUTUTH NATION; or
- E-transfer

If you would like to pay by e-transfer, please send your payment to:

lands@twnation.ca

→ **IMPORTANT:** It is your responsibility to inform Lands Office staff if the e-transfer payment is coming from a different name than the name you provided on the LDR form or in the email correspondence. ←

In the e-transfer please include:

1. The Invoice Number (e.g. 24-001);
2. The legal description of the property (please include the PIN if known);
3. The civic address of the property; and
4. Information on what the payment is for (e.g. Copy of PAR).

If you are unable to include all the information above (due to space limitations), **please ensure that the invoice number is included.**

*Please note: Our account is set up with auto-deposit; there should be no need for a password. If *your account requires a password*, please use an alternate form of payment as stated above – Cash or Cheque.

*Please note: Our lands office closes at 3:30 pm. Any LDR forms dropped off in the black mailbox or sent by email after 3:30 pm will be addressed accordingly.

Once we have received/processed your payment (cash, cheque or e-transfer) we will send you the requested document via email. If you prefer a hard copy please let us know.

Should you have any questions please do not hesitate to contact the lands office.