



McKenzie Towne Council

# Lawyer Request Form

Ensure this form is filled out in full, or it will be returned.

To: Rob Van Gastel  
McKenzie Towne Council

Phone: (403) 781-6612

Fax: (403) 930-1551

Please cc to: Candice McCarthy  
[csr@mtcouncil.com](mailto:csr@mtcouncil.com)

From: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Email: \_\_\_\_\_

PLEASE ALLOW UP TO 3 BUSINESS DAYS FOR RESPONSE.

### Property information:

Date: MM/DD/YYYY

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Title #: \_\_\_\_\_

Legal description: \_\_\_\_\_

Current homeowner name(s): \_\_\_\_\_

### New homeowner information:

Purchaser(s) (please print): \_\_\_\_\_

Rental property:  Yes  No Possession date: MM/DD/YYYY

*In accordance with the encumbrance on title, we require the following property owner information.*

Purchaser's email: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate billing address: \_\_\_\_\_ Postal code: \_\_\_\_\_

*Please forward payments to: 40 McKenzie Towne Blvd. SE, Calgary, Alberta, T2Z 4X5*

Please indicate if you are acting on behalf of the:  Seller  Purchaser

Requested by (signature): \_\_\_\_\_

**\*\*Please be advised: the purchaser's lawyer MUST forward a copy of the land title showing the new owner and possession date once the sale closes. If sale does not transpire, please inform our office immediately at (403) 781-6612 ext. 1. (E&OE).\*\***

### MTC OFFICE USE ONLY

<b>Fees:</b> Current—June 1 to May 31	<u>YEAR</u>	Upcoming—June 1 to May 31	<u>YEAR</u>
Current Residents' Association fee: (incl GST) \$ _____		Residents' Association fee: (incl GST) \$ _____	
Paid: (incl GST) \$ _____		Paid: (incl GST) \$ _____	
Outstanding: (incl GST) \$ _____		Outstanding: (incl GST) \$ _____	
Fiscal year: June 1 <sup>st</sup> _____ to May 31 <sup>st</sup> _____		Fiscal year: June 1 <sup>st</sup> _____ to May 31 <sup>st</sup> _____	

Staff name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_ : \_\_\_\_

Return to Lawyer's office.