



memorandum

to: All Lawyers / Notary Publics Acting for Purchasers of Individual Strata Lots

purpose: Closing Documents for Signature by The University of British Columbia ("UBC")

from: UBC Properties Trust

There are several procedures that we follow to assist you in obtaining signatures for your Assignment of Leases.

1. Covering Letter

Please provide a cover letter when sending any documents to our office that require signatures. In your covering letter to us, please indicate the following in this manner:

Re: Purchase of Strata Lot # _____
 Strata Plan # _____
 Civic Address: _____
 Purchaser: _____
 Vendor: _____
 Completion Date: _____
 Date & Time documents are _____
 Required back to your office by: _____

If emailing documents, please send to leases@ubcproperties.com

2. Signatures

Regular Timing:

We require two (2) clear business days to obtain the required signature on the Form C Assignment of Lease and the Tripartite Agreement document (Note: we do not require other signatures beforehand). If the Assignments are received before noon, we will count that day as the "1st business day". Any Assignments received after 12pm, we will consider the next business day as the "1st business day".

Urgent Timing:

If there is urgency in that your office requires the documents signed and returned before 2 clear business days, a rush charge of \$60.00 (GST inclusive) will be applied.

Invoices will be attached to your returning documents. Please make payment with cheques only.

Execution in Counterpart:

As there can often be delay in obtaining signatures between the Purchaser or the Vendor, we give our consent to having the UBC signature executed in counterpart. We would, however, request that this be done only if urgently required.

Number of Copies Accepted for Signature:

Due to the volume of closings we will only execute three (3) copies (original plus two) of either the Form C or the Tripartite or the Landlord Agreement. We make our own copies and do not retain any of your three signed copies of the documents.

We will only sign the three documents indicated above. Please do not send any other documents that do not require our signatures (i.e. Title Search, Schedule A, Ground Lease information, Mortgage information, lease charges, etc.)

We do not require completed or executed documents to be returned back to us.

3. Taxes

- For the Services Levy, please call UBC Financial Services at 604-822-2454. The information is also attainable on their website: <http://serviceslevy.finance.ubc.ca>
- Services Levy taxes are remitted to:

UBC Financial Services
2075 Wesbrook Mall
Vancouver, BC V6T 1Z1

- For the Rural Tax, please call 250-387-0555.

4. Corporate Seal

Corporate Seals are not required for the University signatures.

If your client is financing by way of a mortgage, Tripartite Agreements will not be executed under seal by UBC (see the UBC signatory line in Addendum "B" of the Model Strata Lot Lease in your information package). If your document is set up with a capacity for seal, we will amend it.

Additionally, please ensure that all the information contained within your documents is correct. We are just Administrators that arrange the documents for our signing officer to sign. We are not legal secretaries and cannot accurately check that information for you. Should there be an error in your document that requires a revision, the document will be re-executed as per the date and time the revised document was received. They will be re-executed following our regular timing.

Thank you for your assistance in following these procedures. If you have any questions, please do not hesitate to call us at 604-731-3103.

Yours truly,

UBC PROPERTIES TRUST