

## DOCUMENT REQUEST

Requested: \_\_\_\_\_ Possession: \_\_\_\_\_ Docs Required By: \_\_\_\_\_  
Date Date Date

REQUESTED BY: \_\_\_\_\_ Company: \_\_\_\_\_ YOUR File # \_\_\_\_\_  
Contact Person

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_ Fax \_\_\_\_\_ ACTING FOR: Seller \_\_\_\_\_ Purchaser \_\_\_\_\_

Address/PC \_\_\_\_\_

PROPERTY Name \_\_\_\_\_ Address \_\_\_\_\_ PC \_\_\_\_\_

Plan No. \_\_\_\_\_ Civic Unit \_\_\_\_\_ Legal Unit \_\_\_\_\_ Parking Stall(s) \_\_\_\_\_ Legal Stall(s) \_\_\_\_\_

CURRENT OWNER(s) Name(s) \_\_\_\_\_

NEW OWNER(S) - **NOTE: Estoppels will NOT be released without the following information:**

Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Miss \_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_

Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Miss \_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_

**NEW OWNER(s)** to reside in the unit? Yes \_\_\_\_\_ \*Email Address Required: \_\_\_\_\_

OR No \_\_\_\_\_ \*Email Address Required: \_\_\_\_\_

***Section 44 of the Condominium Property Act of Alberta (RSA2000 Ch C-22) allows that documents shall be provided within 10 days of receipt of the request.***

✓	DOCUMENT	PRICE	GST	TOTAL		✓	DOCUMENT	PRICE	GST	TOTAL
	Estoppel Certificate	\$165	8.25	<b>\$173.25</b>			Reserve Fund Study	\$80	4.00	<b>\$84.00</b>
	Insurance Certificate	\$20	1.00	<b>\$21.00</b>			Post Tension Report	\$50	2.50	<b>\$52.50</b>
	Corporation By-Laws	\$65	3.25	<b>\$68.25</b>			Management Agreement	\$60	3.00	<b>\$63.00</b>
#	Board Meeting Minutes – each:	\$15	0.75	<b>\$15.75</b>			Parking Lease Agreement	\$25	1.25	<b>\$26.25</b>
	Annual General Meeting Minutes	\$25	1.25	<b>\$26.25</b>			Owner's Occupancy Letter	\$25	1.25	<b>\$26.25</b>
	Budget	\$12	0.60	<b>\$12.60</b>			Information Letters	\$25	1.25	<b>\$26.25</b>
	Audited Financial Statements	\$45	2.25	<b>\$47.25</b>			Rush Order Fee (< 24 hrs)	\$250	12.50	<b>\$262.50</b>
	Issue Refund due to Late Cancel of PAD	\$25	1.25	<b>\$26.25</b>			Rush Order Fee (< 72 hrs)	\$150	7.50	<b>\$157.50</b>
#	Monthly Financial Statements Mos:	\$25	1.25	<b>\$26.25</b>			<b>TOTAL</b>			<b>\$</b>

**RECEIPT OF PAYMENT IS REQUIRED *BEFORE* DOCUMENTS WILL BE RELEASED:**

TO BE PAID by: Delivered Cheque \_\_\_\_\_ Email Transfer funds \_\_\_\_\_ Mail Cheque \_\_\_\_\_

RECEIVE DOCUMENTS Via: \_\_\_\_\_ pick-up \_\_\_\_\_ email \_\_\_\_\_ fax \_\_\_\_\_ mail