



Document Request Form

The Condominium Property Regulations include a list of documents that a condominium corporation is required to retain as part of the operation of the corporation. Below, per Part 1.6 of the Regulations is a list of recommended documents a purchaser should request and review prior to purchasing your condominium unit. The list is for guidance only. Not all documents on the list may be available as condominiums come in many configurations. For your protection, always request an estoppel as close to the closing date of your purchase as possible.

An Information Statement/Consolidated Information Statement including:

- A statement outlining the unit factors and how unit factor allocations are determined
- A statement setting out the amount of contributions and how they are determined
- Any lawsuits involving the corporation including the amount claimed against the corporation
- Any judgements or orders that the corporation is liable for.
- Any written demand on the corporation greater than \$5,000 that may result in a lawsuit.
- A statement setting out the amount of the capital replacement reserve fund.
- A statement setting out the amount of the contributions and the basis on which that amount was determined.
- A statement setting out any structural deficiencies that the corporation has knowledge of at the time of the request in any buildings that are included in the condominium plan.
- Loan disclosure statements for current loans, including documents showing the starting balance, current balance, interest rate, monthly payment, purpose of the loan, amortization period and default information, if applicable

Independent Documents:

- A copy of the registered condominium plan
- A copy of the registered bylaws of the corporation.
- A copy of the current budget of the corporation.
- A copy of the annual financial statements.
- For the current fiscal year (previous 12 months recommended)
 - o All approved minutes (of proceeding)of all general meetings of the corporation, if available
 - o If approved minutes are unavailable, then draft minutes of general meetings that occurred at least 30 days before the document request date and
 - o Approve board meeting minutes
- A copy of the existing management agreement.
- A copy of the current reserve fund plans, reserve fund report and annual reports.
- A list of names and addresses for service of board members.
- Copies of reports prepared by professionals (e.g., professional engineers, building envelope)
- A consolidation of all rules made by the corporation under Section 32.1 of the Condominium Property Act, including notices posted in the previous 30 days. (Policy Handbook)
- Details or a copy of any existing recreational agreement.
- Details on post tensioned cables located within/on the property as included in the condominium plan.
- A copy of any lease or exclusive use agreement on the partial possession of common or real property of the corporation (including a parking stall or storage unit).
- The text of ordinary and special resolutions voted on by the corporation and the voting results on those resolutions, other than the results of a show of hands vote.
- A copy of the current insurance certificate.
- Copies of the insurance policies.
- The current standard insurable unit description for the residential units or classes of units.
- If available, ListeningStick Dynamics encourages you to request a copy of the condominium insurance loss history.

ListeningStick Dynamics is an Alberta based company specializing in the provision of services to condominium corporations, their boards and unit owners. Services include reserve fund studies, reserve fund reports, condominium document reviewing and consulting services. ListeningStick Dynamics does not provide legal opinions.