



Pursuant to the Condominium Property Act and Regulations (“the Act”), owners, purchasers and mortgagees are entitled to purchase certain documents relating to the Condominium Corporation and the individual units.

The Act establishes that requests for documents must be received in writing, after which the documents must be made available to the purchaser within **10 days**. Listed below are the documents described in the Act and are most commonly requested.

There may be other documents available depending on the property in question. Please contact our office to determine if there are additional documents available.

We will endeavor to fill document requests as quickly as possible, however, if there is a need to receive the documents in a more timely manner (2 business days), please indicate on the request that you require “Rush” service.

Please fill out the requested information

Name: _____ Date: _____

Address: _____ Unit #: _____ Phone No.: _____

City: _____ Province: _____ Fax No.: _____

Email: _____ Closing or Condition Date: _____

REAL ESTATE BROKERAGE SERVICES | REAL ESTATE MANAGEMENT SERVICES

Mailing Address: P.O. Box 642, Station Main, Edmonton, AB T5J 2K8
Office Address: #300, 8104-82 Avenue, Edmonton, AB T6C 0Y4
Phone: 780.651.1577 Fax: 780.665.6081 Email: info@coremanagement.ca

CORE

REAL ESTATE GROUP

Property and Condo Plan #: _____

Address: _____

Legal No(s) : _____

Document	Reference		Amount	Required
Estoppel Certificate for Financing ___ Yes ___ No		Each Title	\$150.00	
Estoppel Certificate for Real Estate sale ___ Yes ___ No				
Certificate of Insurance		Each	\$25.00	
Information Disclosure Statement	44 (a)(e)(k)	Each Title	\$85.00	
Annual General Meeting Minutes	44 (i)	Per year	\$25.00	
Board Meeting Minutes	45 (b)	Per meeting	\$10.00	
Annual Operating Budget	44 (f)	Each	\$30.00	
Audited Financial Statements	44 (g)	Each	\$50.00	
Monthly Financial Statements	44 (g)	Each	\$25.00	
Corporation Bylaws	44 (h)	Each	\$50.00	
Management Agreement	44 (c)	Each	\$25.00	
Reserve Fund Study – Full Copy	31 (1) CPA Reg	Each	\$125.00	
Reserve Fund Study – Executive Summary	31 (1) CPA Reg	Each	\$50.00	
Reserve Fund 5 Year Plan	31 (1) CPA Reg	Each	\$25.00	
Reserve Fund Statement	44 (j)	Each	\$25.00	
Unit Factor Statement	44 (l)	Per Property	\$30.00	
Structural Deficiency Statement (if applicable)	44 (m)	Each	\$50.00	
Engineering Reports (if applicable)		Each	\$100.00	
Copy of Lease or Exclusive Use Agreement (if applicable)	44 (n)	Each	\$20.00	
Rush Service – 2 Business Days			\$85.00	

****GST is included. Payment is to be made in full at the time of pick up. Forms of payment accepted Visa, MasterCard, Cheque, Money Order or Cash. Please make cheques payable to: Core Real Estate Group****

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