

Condominium Unit Pre-Purchase Document Review

List of Documents Required for Review

Document Requests as per the ACT and the Regulations

Condominium Property **ACT INFORMATION**

Estoppel certificate – Section 43.2

On the written request of an owner, purchaser or mortgagee or the solicitor of an owner, purchaser or mortgagee, or a person authorized in writing by any of those persons, the corporation shall, **within 10 days after receiving the request**, certify (*and provide*).....

Information and documents on request – Section 44

(1) On the written request of an owner, purchaser or mortgagee or the solicitor of an owner, purchaser or mortgagee, or a person authorized in writing by any of those persons, the corporation shall, **within 10 days after receiving the request**, provide to the person making the request any prescribed information or documents as requested by that person.

(2) The corporation may provide any prescribed information or documents requested under subsection (1) in electronic form unless the person requesting the information or documents specifically requests that they be provided in paper form.

Fees for information or documents – Section 44.1

A corporation may, where authorized by regulation, charge fees in the prescribed amount for producing and providing any prescribed information or documents requested under section 44 or otherwise required to be provided under this Act or the regulations.

Condominium Property **Regulations Information**

Information, documents disclosed for purposes of s44 of Act – Section 20.52

(1) Subject to subsection (2), the following information and documents are prescribed for the purposes of section 44 of the Act: (*see Regulations for list*)

Fees – Section 20.53

(1) A corporation or any person providing documents on behalf of a corporation may charge fees not exceeding the following amounts, subject to subsections (2) and (3), for the provision, in the ordinary course, of the following classes of information or documents:

(*see Regulations for the list*)

Information, documents provided at no charge – Section 20.54

A corporation shall not charge for providing information or documents to a person making a request under section 44 of the Act if:

- (a) the information or document provided had not been requested by the person making the request, or
- (b) under the Act, the regulations under the Act or the bylaws, the person making the request is entitled to receive the requested information or document without making a request, but has not yet received that information or document at the time of the request.

Pre-Purchase Documents Requested for the Document Review

Documents Required to be Provided under the Act:

(should be requested for in writing, from the Seller or the Condominium Corporation)

Document Name, Type or Information:

Information Statement *(which should include all of the following)*

- Any Action against the corporation, including the amount: ☐
- Any Unsatisfied Judgment against the Corporation: ☐
- Any Written Demand against the corporation in excess of \$ 5,000: ☐
- Capital Replacement Reserve Fund Amount: ☐
- Condominium Contribution *(Fees)* Amount: ☐
- The basis for how the Contribution *(Fee)* is determined: ☐
- Any Structural Deficiencies the corporation has knowledge of: ☐
- Any Loan Disclosure Statements for current loans showing: ☐
 - Starting Balance, Current Balance, Interest Rate*
 - Monthly Payment, Purpose of the Loan*
 - Amortization Period, Default information if applicable*

Estoppel Certificate: *Section 43.2 of the Act*

- the amount of any contribution payable by the owner*
- the frequency at which contributions are payable*
- the amount of contributions payable that is in arrears (if any)*
- the amount of interest owing (if any)*

Statement Setting out the Unit Factors and the Criteria Used to Determine:

Lease Agreements for Common Property:

Exclusive Use Agreements for Common Property:

Recreational Agreements: *(if applicable)*

Bylaws of the Corporation:

Rules *(known as policies, regulations)* Enacted by the Corporation:

Under section 32.1 of the Condominium Property Act

Annual Budget of the Corporation: *(current fiscal year)*

Annual Financial Statements of the Corporation: *(last fiscal Year)*

Reserve Fund Report:

Reserve Fund Replacement Plan *(5-year)*:

Reserve Fund Annual Report:

Document Name, Type or Information:

- Insurance Certificates held by the corporation: ☐
- Insurance Policies held by the corporation: ☐
- Standard Insurable Unit Description (SIUD) for all Units: ☐
- Management Agreement: ☐
- Board Member Names and Addresses for Service: *(if self-managed)* ☐
- Any Reports prepared for the corporation by a Professional Regarding the:
Roadways, Grounds, Roofs, Building Envelopes, Structures, or Mechanical Systems ☐
- Information on any Post Tensioned Cables: *(if applicable)* ☐
- Real Property Report for Bare Land Condominium: *(if applicable)* ☐
- Minutes of all AGM-General Meetings of the Corporation: ☐
Draft Minutes, if available (for the past 15 months)
- Approved Minutes of Board Meetings: (for the past 15 months) ☐
- Corporation Resolutions Voted on, and the Results of: (for the past 15 months) ☐

Documents Not Required to be Provided under the Act:

(should be requested for in writing from the Seller or Corporation)

Document Name, Type or Information:

- Notice of any known Future Special Levies (Assessment): ☐
- Monthly Financial Statements showing: ☐
Balance Sheet, Profit & Loss Statement
- Budget Comparison YTD ☐
- Newsletters sent to unit owners (past 15 months): ☐
- Information letters or Notices sent to all the unit owners (past 15 months): ☐

Documents Gathered by the: (Agent, Lawyer, or Consultant)

Document Name, Type or Information:

- MLS Printout – Features Sheet: (provided by Real Estate Agent) ☐
- Condominium Plan Sheet: (registered at land titles) ☐
- Condominium Additional Documents (registered at land titles) (CAD's): ☐
- Encumbrance Documents: (registered at land titles) ☐