



1650, 736 – 6<sup>th</sup> Avenue SW, Calgary, AB T2P 3T7  
 Tel: 403-237-0477 Fax: 403-233-2506

**CONDOMINIUM DOCUMENT REQUEST FORM - January 2012**

Name of Condominium: \_\_\_\_\_ Condominium Plan No: \_\_\_\_\_

Property Address: \_\_\_\_\_ Request Date: \_\_\_\_\_

Requested By: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # (pick up): \_\_\_\_\_

**Please provide the following documents as requested on a regular or rush basis (circle one).  
 All prices include GST.**

<u>Document</u>	<u>Required</u> check off	<u>Regular</u> 5 – 7 Business Days	<u>Rush</u> 2 Business Days
Condo By-laws	_____	\$36.75	\$52.50
Audited Financial Statements	_____	\$27.30	\$31.50
Balance Sheet (most current)	_____	\$27.30	\$31.50
AGM Minutes	_____	\$21.00	\$31.50
Board Minutes (set)	_____	\$21.00	\$31.50
Insurance Certificate	_____	\$15.75	\$31.50
Management Agreement	_____	\$0.00	\$0.00
Post Tension Cable Report	_____	\$36.75	\$52.50
Insurance Certificate	_____	\$15.75	\$31.50
Reserve Fund Study	_____	\$73.50	\$105.00
Condo Budget	_____	\$21.30	\$31.50
Estoppel Certificate	_____	\$204.75	\$262.50
Disclosure Letter*	_____	\$99.75	\$131.25

\* Includes percentage of owner occupancy, etc.

**Total Cost:** \_\_\_\_\_

**Estoppel Certificate Request – Additional Information Required**

Current Owners: \_\_\_\_\_ Purchase/Sale or Refinancing (circle one)

New Owner(s) (Sale only) : \_\_\_\_\_ Phone Number : \_\_\_\_\_

Living Onsite or Offsite (please circle) - Mailing Address: \_\_\_\_\_

Closing Date / Effective Date (Sale only): \_\_\_\_\_ Date Required: \_\_\_\_\_

Estoppels are ready within 5-7 business days after the fees for the month are cleared.

**Please make all cheques payable to Amhurst Property Management Ltd. Payment due upon delivery of documents –  
 CASH OR CHEQUE ONLY**