



condocheck®

Your Condo – Your Investment

Documents required to complete a Condominium Document Review for a Resale Condominium in Alberta

Updated January 1, 2020

Request documents from the Management company, or a board member if a self-managed project. Inquire if the seller can obtain documents at no cost as many condominiums with website are making this possible.

Note that the *Current Financial Statement (at minimum a balance sheet and budget comparison) is not a document required in the legislation, however, as a buyer you can request this by adding it to the list of documents in the purchase agreement. This protects you in case there are damages later due to not receiving the information in this document. Your Realtor will be able to assist you with this.

Minimum documents we require are in Red. The more information we have the more we can provide you with any concerns.

Condominium Plan	Realtor can obtain this from CREB
Condominium Plan Sheet (CAD)	Available at Land Titles Office for \$10.00 https://alta.registries.gov.ab.ca/spinii/logon.aspx Tabs: "Search", then "Titles and Registered Documents", then "Condominium Sheet", enter the Condo Plan No from title, Search, then check the box for Historical, then save to cart, then shopping Cart in the address bar, the select email, enter your email address and forward the email to us at Condo Check at intake@condo-check.com
Bylaws Registered	Registered at Land Titles – registration no. required. If no registration no on the bylaws order the bylaws showing on the Condo Sheet by using the same process as above but requesting the bylaws using the 9-digit registration no.
Annual Budget & Fee Schedule	For the current fiscal year 2020
Annual Financials	For the most recent Fiscal Year end – accepting 2018 & 2019

*Current Financial Statement (at minimum a balance sheet and budget comparison)	Dated within 2 to 3 months from the date of your order
Reserve Study, Plan *Annual Report (only if no Audited Financial Statement was provided)	Dated within the last 5 years – (most recent)
Engineer and/or Technical Reports	Any dates – If any
Post Tension Cables for condos created prior to September 1, 2000.	Any dates
Board Minutes	Current Fiscal Year or previous 12 months – this is a charge of \$10.00 if not a rush (2019 -2020)
AGM	Most Recent in Draft or Approved – 2018 or 2019
Consolidation of Rules	Most Recent, if any
Management Agreement	Agreement or a statement of particulars
Insurance Certificate	Expiring during the 2020 year
Insurance Policy	The full Policy for the Current Year expiry date
Definition of an Insurable Unit	New Jan 1 – may not be available yet
Basis for Unit Factor	If condominium was created before Sept 1, 2000
Lease Agreement	If any
Copy of any Recreational Agreement	If any
Written Resolutions	New Jan 1 – may not be available yet

**** Section 44(2) now requires that documents may be provided in electronic format, unless the client requests otherwise. 10 days to provide documents still applies.**

**** All costs represented here are for documents in electronic format. If a client requests hard copy documents the cost per document will be \$.025 per page or \$10.00 which ever is more.**

Refer to 20.53 on page 32 of the Condominium Property Regulation for fee structure required in the legislation

*****Costs charged for documents is regulated by the condominium legislation. All documents listed in the legislation are at a cap of \$10.00, except for the Estoppel and the Disclosure notices, unless a rush order is requested.**

*****All documents requested in less than 3 days the costs increase to (\$30.00).**

The Managers Letter or Disclosure Statement is a required document. Note that the document may have a similar name to the two noted here.

- All items in the list below that apply are to be provided in a single document
- The cost is \$50.00, unless requested to be provided in less than 3 days or during a holiday which will then be \$150

Topics to be included in the Disclosure Statement:

Legal Actions	This includes unsatisfied judgement for which the corporation is liable, any written demand of greater than \$5,000, that if not met may result in a legal action (I.e. Liens), Actions for which the corporation was served and the amount of the claim,
Reserve Balance	Amount of the capital replacement reserve fund
Condo Fee	Amount of the contribution and the bases on which it was determined
Structural Deficiencies	Disclosure of any structural deficiencies the corporation has knowledge of at the time of the request in any of the buildings in the condominium plan
Loan Disclosure	Loan disclosure statements for any 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

ASSOCIATIONS CONDO CHECK® HOLDS MEMBERSHIPS IN:



Canadian Condominium Institute – Currently North AB Chapter. Bernice Winter, our owner and CEO. She was the first female president of the South AB Chapter from 2000 to 2004. In 2003 Bernice received the Fellow of the Canadian Condominium Institute F.C.C.I. designation.



Condo Check ® has been an Accredited Business with an A+ rating since 1997 and are proud to share that we have received Zero complaints to date.