



Date requested: _____ Date required: _____ Closing Date: _____

Company: _____

Address: _____ Postal Code: _____

Contact Name: _____ Email Address: _____

Phone number: _____ Fax number: _____

Property address: _____

Current owners(s): _____

New owner(s): _____

Will new owner(s) live: On-site: _____ or Off-site: _____ Possession date: _____

New owner(s) address: _____

_____ Postal Code: _____ Phone number: _____

Please check the documents required and fax completed and signed form to Hometime (403) 327-3312 or email to info@hometimecanada.com

Documents list for active sale:

- \$200.00 Estoppel Certificate
- \$100.00 **Rush (Less than 3 days – Estoppel)**
- \$100.00 Information Statement
- \$ 50.00 **Rush (Less than 3 days - Information Statement)**
- \$10.00 Certificate of Insurance

Documents list for potential sale:

- _____ Documents as per AREA (see page 2)
- \$20.00 **RUSH Request (Less Than 3 Days)**

_____ Sub Total

_____ GST

TOTAL DUE & PAYABLE UPON RECEIPT OF DOCUMENT PACKAGE

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Requested By (Signature)

MAIL PACKAGE TO ABOVE ADDRESS _____ (Mailing or courier costs may apply)

CALL FOR PICKUP _____

"Prices are set by the Condominium Property Regulation of the Province of Alberta's Condominium Property Act and are subject to change without notice. Visit <https://www.hometimecanada.com/condos> for the most up-to-date prices."

Condominium documents as per AREA:

- 10.00 Copy of the registered condominium plan
- 10.00 or \$.25 per page for each bullet item (whichever is more)
 - o Copy of the current bylaws of the corporation
 - o Copy of the most recent financial statements of the corporation - year-end statement.
 - o Copy of the most recent financial statements of the corporation - month-end statement
 - o Copy of the current budget of the corporation
 - o Copy of the most recent available minutes of the Annual General Meeting
 - o Copy of the minutes of meetings of the Board of Directors of the corporation for the past 12 months

 - o Copy of the current insurance certificate
 - o Copy of any lease agreement or exclusive use agreement with respect to the possession of a portion of the common property, including a parking stall or storage space
 - o The particulars of, or a copy of, any subsisting management agreement
 - o The particulars of, or a copy of, any subsisting recreational agreement
 - o The amount of any homeowner association fee
 - o Copy of the most recent reserve fund plan
 - o A statement setting out the amount of any contributions due and payable in respect of a unit

_____ Subtotal carried over to page 1