

Resale Units

These documents are required for a **Condo-Check** document review. Most should be readily available from the Management Company or Board of Directors (if applicable, the Developer).

All documents need to be current or most recent.

- Operating Budget (current year)
- Condominium Fee Schedule for current operating budget
- Audited (or non audited) Financial Statements to most recent year end
- Balance sheet to the most recent month end, including the amount of dollars in reserve fund account
- Reserve Fund Study & Plan or letter indicating anticipated completion / availability date of the study and plan
- Minutes of the most recent Annual General Meeting of the owners
- Board of Directors meeting minutes (minimum of 12 months)
- Bylaws and any Amendments
- Insurance Certificate
- Management Contract
- Any Engineering reports or summaries; Recent Post Tension Cable report / Mechanical Report / Roof Report
- Offer to Purchase / Sales Agreement & MLS printout
- Restrictive Covenant (parking, etc.)
- Newsletter / complex information
- Lease agreement or License of Use agreement (parking / storage)
- Percentage of owner occupancy in the complex
- Details of any contributions already levied but which will only become effective after the Completion Day
- Details of any actions commenced against the Corporation
- Details of any unsatisfied judgment or outstanding court order against the Corporation
- Details of any written demand upon the Corporation for payment of an amount in excess of \$5,000