

The **Original** Document Review

Guide to completing the “Condo-Check Document Review” Application

Please Note: We will not open a file until we receive a complete application, 5 full business days are required to complete a review, after receipt of the application.

Step 1. Complete the client information (page 2).

- You can find the legal information for the Condominium from your purchase contract or the MLS feature sheet.
- The questionnaire at the bottom of the page provides us with information about your specific needs. Please add any additional information under “other”.
- If you do not have a Realtor then please mark this area with “n/a”.
- Identify how you would like your documents returned.

Step 2. Pages 3 and 4 provide a list of documents that we require in order to complete a thorough and competent review.

- We have provided helpful hints and tips to assist you in identifying the documents.
- These documents can be obtained from the seller of the unit, the Condominium Board or Property Manager, or if available via www.CondoPapers.com.
- Once you have obtained as many of these documents as is possible, contact Keowna at (403) 509-2462 to make arrangements to get the application and documents to our office. Keowna will go through the document list to verify that you have received the appropriate documents.
- Note: use the attached list of documents that apply to your purchase or sale, being the New Construction/Conversion or Re-Sale document list.

Step 3. Page 5 contains our service Acknowledgement and Authorization form.

- We will not begin the review without receipt of this form, complete with signature and payment.
- In respect of your privacy, we will only release this report to those who you give your consent to share information. Please identify those you give consent to in this section of the form. The parties who are typically listed in this section are the Realtor, the Lender and the Lawyer. For complete details on our privacy policy, visit our website at www.condo-check.com

Step 4. Once you have completed the forms and collected all the documents that are available, contact **Keowna at (403) 509-2462 to make arrangements to get them to our office.**

Notes:

- We will not begin the review process if documents are missing or the Authorization and Payment have not been received.
- We require a minimum of 3 to 5 business days to complete a review from when ALL Documents have been received in our office. This is based on a first come –first serve basis. The review will be sent to you by fax or email once it is complete. *You* may contact the consultant at any time to have a one-to-one consultation. No appointment is necessary and our consultants are available from Monday to Friday 8:30 am to 4:00 pm.

Thank you

Document Review Application



The **Original** Document Review Service

Invoice # _____

Please Note: We will not open a file until we receive a complete application. 5 full business days are required within receipt of the completed application and documents.

* Information is required

Client Information

*Client Name (s): _____

Contact Info: (Bus) _____ *(Cell) _____ *(Res) _____

*(Fax) _____ *(Email) _____

Realtor Information

Purchaser's Realtor: _____ (Bus) _____

(Cell) _____ (Fax) _____ (Email) _____

Condominium Information

*Condominium Name: _____

*Condominium Address: Unit # _____, _____

*Plan # _____ Re-division Plan # _____ *Legal Unit # _____ U.F. _____

Parking: Assigned Stall # _____ If Titled – Legal Unit # _____ Unit Factor _____

Storage: Assigned Locker # _____ If Titled – Legal Unit # _____ Unit Factor _____

Client Questionnaire

Please fill out this questionnaire to help us answer any specific questions or concerns that you may have.

- Pets? Y / N, how many? _____, cats / dogs or other _____ (note: for permission letter contact the Property Management /company)
- Kids? Y / N, how many? _____, what are their ages? _____
- Renovations? Y / N, exterior or interior, hardwood / laminate flooring? (please circle one)

Other: _____

Method of Document Return

Please Circle how you would prefer your documents to be returned: Email / Courier / Mail

Please note: there is a \$10.00 charge for courier or mail

For Complete details of these documents visit our website at www.condo-check.com

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Document List - Resale

❑ **Offer to Purchase/Sales Agreement:**

❑ **MLS Feature Sheet:**

❑ **Yearly Operating Budget & Fee Schedule:** Record the month & year the budget expires in the right hand column

_____/_____/_____
Day Month Year

❑ **Notices of Special Assessment(s) (if any):**
Note: Record the date of notice in the right hand column

_____/_____/_____
Day Month Year

❑ **Current Balance Sheet / Financial Statement:** the date should be within the last 2 to 3 months, please record the date in the right hand column.

_____/_____/_____
Day Month Year

❑ **Year-End Audited or Unaudited Financial Statements:** these are the *year-end* statements, please record the date in the right hand column.

_____/_____/_____
Day Month Year

❑ **Reserve Fund Study & 25 year Cash Flow Plan (RFS):** RFS's are to be updated every 5 years check the date of the study, please record the date in the right hand column. Note: The Cash Flow Plan may be separate. Be sure the plan is included.

_____/_____/_____
Day Month Year

❑ **Engineering and/or other Reports/Summaries:** Request a copy of the most recent Engineering studies. These studies may include: post tension/roofing/structural/elevators, etc.)

_____/_____/_____
Day Month Year

❑ **Annual General Meeting Minutes (AGM):** This meeting is held once a year. Often the notice of the AGM is mistaken for minutes. The most recent minutes are required. Record the date of the minutes in the right hand column.

_____/_____/_____
Day Month Year

❑ **Board of Directors Meeting Minutes:** These are meeting held regularly by the Board of Directors. 12 months of meetings are required, please fill in the month and year of the board minutes provided in the line in the right hand column.

_____,_____,_____
_____,_____,_____
_____,_____,_____
_____,_____,_____

❑ **Registered Bylaws and any amendments:** The nine digit Registration # will be on the front or back of the bylaws.

Registration # _____

❑ **Management Contract:** or particulars

❑ **Insurance Certificate:** These are updated once a year Check to make sure the certificate is current and Record the expiry date in the right hand column

_____/_____/_____
Day Month Year

- ❑ **Management Letters:** Detailing: Owner Occupancy, any contributions already levied but which will only become effective after the completion day, legal actions commenced against the Corporation, unsatisfied judgment or outstanding court order against the corporation, written demands upon the corporation for payments of an amount in excess of \$5,000.00, etc.
- ❑ **Special Resolutions:** include a copy of any being circulated at this time: *(if any)*
- ❑ **Statement of Claim:** or Documentation on any Legal Issues involving the Condominium, *(if any)*
- ❑ **Restrictive Covenant:** (parking, etc.): *(if any)*
- ❑ **Encumbrance Documents:** (from Title): *(if any)*
- ❑ **Lease Agreement:** or License of Use agreement (parking / storage/ recreation): *(if any)*
- ❑ **Newsletter/complex information:** (move In/out Policy, pet policy, satellite policy, etc): *(if any)*
- ❑ **Rules and Regulations:** (Policies and procedures): *(if any)*

Document List – New Construction/Conversion

- ❑ **Offer to Purchase/Sales Agreement:**
- ❑ **Proposed Operating Budget & Fee Schedule:**
- ❑ **Reserve Fund Study & 25 year cash flow:** _____ / _____ / _____
 Note: These are Mandatory for Conversions, optional for New Construction Day Month Year
- ❑ **Proposed Condominium Plan and any Re-division Plan(s):**
- ❑ **Proposed Site Plan / Landscaping plan**
- ❑ **Proposed Bylaws**
- ❑ **Proposed Management Contracts**
- ❑ **Specifications / Modifications /Extras**
- ❑ **Proposed Restrictive Covenant** (parking, etc.)
- ❑ **Proposed Encumbrance Documents:**
- ❑ **New Home Warranty Program information:**
 Note: for new construction only
- ❑ **Purchaser's Protection Program (deposit)**
 Note: for new construction only
- ❑ **Descriptions or drawings of the Landscaping, Roadways, Retaining Walls:**
 Note: for new construction only
- ❑ **Proposed Easements / Party Wall Agreements / Conveyance Agreements:**
- ❑ **Proposed Lease Agreement(s):** or License of Use Agreement (parking / storage)
- ❑ **Phasing Agreement:** (when applicable)

Condominium Name: _____

Condominium Address: _____

ACKNOWLEDGEMENT & AUTHORIZATION of THE DOCUMENT REVIEW SERVICE REQUESTED

THE CLIENT ACKNOWLEDGES AND AGREES THAT:

- (i) The Condo-Check document review process does not include a physical visit to the site.
- (ii) All summaries and conclusions are based on information available in documents provided to Condo -Check by the party ordering the report and therefore Condo-Check/ Condominium Support Services Ltd. assumes no liability for reliance by the Subscriber on the information provided, or not provided, or for the conclusions that result from examining this group of documents. The report is provided for general information purposes only, and does not constitute a guarantee.
- (iii) The facts and information contained in the report are based on the facts as presented today and that these facts and circumstances are subject to change, at any time, without notice.
- (iv) The conclusions and comments contained within this report are in no way, or at any time, as a whole or in part, to be considered, or interpreted as a legal opinion, as an opinion of viability of a purchase or as an opinion of value. Condo-Check has no vested interest in the facts or information recorded in this report or the outcome thereof. Condo-Check makes no recommendation regarding the purchase or sale of any Condominium Unit.
- (v) The report provided by Condo-Check is not a substitute for a legal review. We recommend you provide a copy of the report to your lawyer together with all other purchase/sale documents.
- (vi) The data collected by Condo-Check will form part of the Condo-Check database and will not be disclosed or distributed without written permission. Personal information will be kept confidential. Condo-Check will periodically email relevant condominium information such as condo seminars, Consumer tips, condo e-news, etc.
- (vii) The liability of Condo-Check / Condominium Support Services Ltd. and all other directors, officers, agents and employees of Condo-Check / Condominium Support Services Ltd. to you for any claim related to professional services provided pursuant to this Order Form in contract, negligent misrepresentation and/or tort, shall be strictly limited to the amount of the fee charged by Condo-Check for the services rendered. The Subscriber agrees to accept a refund of the fee as full and final satisfaction of any claims that the Subscriber may have against Condo-Check/Condominium Support Services Ltd.

Acknowledged and agreed to this _____ day of _____ 2010.

Client Name-Print

Client Signature

Condo-Check protects personal information. We will never discuss or provide information regarding a Subscriber to our services, their condominium document review, or any information discovered during a review without prior written consent from the Subscriber. (This includes sharing information with your realtor, mortgage broker, lawyer, family, etc.)

AUTHORIZATION BY CLIENT TO SHARE INFORMATION:

I do hereby authorize Condo-Check and their Consultant to discuss, disclose, and provide copies of my condominium document review to any party listed in **Section I** of this form.

Relationship	Name	Email address or Fax #	Phone #

It is Condo-Check's policy to return all Condominium documents – including review – via email. If you require hard copies please contact our staff at 403-509-2250 to make arrangements for pick-up. Please note: All hard copies are kept for a maximum of 30 days.

PLEASE NOTE: CONDO-CHECK WILL NOT PROCEED WITH A REVIEW UNTIL PAYMENT AND ALL REQUIRED DOCUMENTS ARE RECEIVED. REVIEWS ARE \$450.00.

\$395.00 + GST (total of \$414.75)

PAYING BY: CASH – CHEQUE - VISA - MASTERCARD - AMEX (please circle preference)

Please make cheques payable to Condo-Check. ** \$45.00 charge for NSF cheques **

CARD # _____ EXP. DATE: _____ Signature _____

Note: Credit Card Payments are processed under Condo-Check Inc. (GST # 886940220RT0001)

Thank you for using Condo-Check/ Condominium Support Services Inc.