

BENCHMARK LM MANAGEMENT

SPECIALIZING IN CONDOMINIUM



DOCUMENT REQUEST FORM and RATES

DATE: _____

COMPANY: _____ CONTACT NAME _____ PHONE: _____

E-MAIL: _____ FAX: _____

UNIT #: _____ CONDO. PROPERTY NAME OR ADDRESS: _____

SELLER(S) NAME: _____

***New Owner info. required with SALE of unit: (Estoppel Certificate Requests)**

NEW OWNER(S) NAME: _____ PHONE: _____ E-MAIL: _____ POSSESSION DATE: _____

Document Order Fee Schedule -Incl'd's.GST	REGULAR fee:					OR	*RUSH fee:				
	PHOTOCOPIES	√	or	SCAN pdf	√		PHOTOCOPIES	√	or	SCAN pdf	√
ESTOPPEL CERTIFICATE	\$199.50			\$199.50			\$299.25			\$299.25	
Insurance Certificate	No chg.			No chg.			No chg.			No chg.	
Insurance Appraisal / +Update	\$26.25 (+\$15.75 update)			\$19.69 (+\$11.81)			\$39.38 / (+\$23.63 update)			\$29.54(+\$17.72)	
By-laws	\$42.00			\$31.50			\$63.00			\$47.25	
Reserve Fund Report / +Plan	\$31.50 (+\$15.75 r/f plan)			\$23.63 (+\$11.81)			\$47.25 (+\$23.63 r/f plan)			\$35.44(+\$17.72)	
List of Boardmembers	\$15.75			\$11.81			\$23.63			\$17.72	
Management Agreement	\$31.50			\$23.63			\$47.25			\$35.44	
"Audited" Financial Statement (Yr.End) if avail.	\$26.25			\$19.69			\$39.38			\$29.53	
"Current" Financial Statement (Mth.End)	\$21.00			\$15.75			\$31.50			\$23.63	
AGM Minutes	\$15.75			\$11.81			\$23.63			\$17.72	
Board Meeting Minutes (for past ___ mths.)	\$5.25 (per set)			3.94 (per set)			\$7.88 (per set)			5.91 (per set)	
Current Budget	\$15.75			\$11.81			\$31.50			\$23.63	
Post Tensioned Report (If applicable)	\$21.00			\$15.75			\$31.50			\$23.63	
Lease/Exclusive Use Agreement (If applicable)	\$21.00			\$15.75			\$31.50			\$23.63	
Capital Replacement Reserve Fund Statement	\$15.75			\$15.75			\$23.63			\$23.63	
Statement of Account (Unit status)	\$15.75			\$15.75			\$23.63			\$23.63	
Owner Occupancy Statement -Ratio	\$15.75			\$15.75			\$23.63			\$23.63	
"Contribution" Based on U/Factor Statement	\$15.75			\$15.75			\$23.63			\$23.63	
"Criteria" for U/Factor Basis Statement	\$15.75			\$15.75			\$23.63			\$23.63	
Legal Action(s) Statement	\$15.75			\$15.75			\$23.63			\$23.63	
Structural Deficiency Statement	\$15.75			\$15.75			\$23.63			\$23.63	
Other -please specify:											

* (Prices Include GST) GST#100467299

We are **not** merchants of debit or credit card payment

SPECIAL INSTRUCTION & NOTES - *Please Read

From the list above, please mark the document **format** that you are requiring in either the **REGULAR** or **RUSH** column, complete the upper portion of this form and fax back to our office at 403-247-2554. Please **allow up to three (3) working days for a Regular order. A Rush order is available same day (with min. 4hrs.notice).** Once ready you will be contacted for pick-up, at which time payment for documents is due and payable to Benchmark Management Ltd. by **e-transfer, cheque or exact cash.** With the collection of your information, our **Privacy Policy** is as follows: Information collected with this order form will be used for the purpose of providing this document service and for the management of the condominium.