



HOA - DOCUMENT REQUEST FORM and RATES

DATE: _____

COMPANY: _____ CONTACT NAME _____ PHONE: _____

E-MAIL: _____ FAX: _____

UNIT #: _____ HOA PROPERTY NAME OR ADDRESS: _____

SELLER(S) NAME: _____

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

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.	
By-laws	\$42.00			\$31.50		\$63.00			\$47.25	
Reserve Fund Report / Plan	\$31.50			\$23.63		\$47.25			\$35.44	
List of Boardmembers	\$15.75			\$11.81		\$23.63			\$17.72	
Management Agreement	\$31.50			\$23.63		\$47.25			\$35.44	
'Year End' Financial Statement	\$26.25			\$19.69		\$39.38			\$29.53	
Current Mth. End' Financial Statement	\$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	
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	
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 HOA.