



HOA -DOCUMENT REQUEST FORM AND RATES

HOMEOWNERS ASSOCIATION

CONTACT NAME:	DATE:
COMPANY:	PHONE:
EMAIL:	FAX (if applicable):
SELLER(S) NAME:	
UNIT # and PROPERTY NAME OR ADDRESS:	
***For ESTOPPEL CERTIFICATE Requests - New Owner info. required with the SALE of unit:	
NEW OWNER(S) NAME:	PHONE and EMAIL: POSSESSION DATE

	<i>Pls.chk.</i>	<i>(business days)</i>	<i>Pls.chk.</i>	<i>(business days)</i>
	√	For 1-3 day pdf delivery:	√	For 4-10 day pdf delivery:
ESTOPPEL CERTIFICATE <i>(Please complete new owner info. above)</i>		\$315.00		\$210.00
Insurance Certificate		\$0.00		\$0.00
By-laws		\$31.50		\$10.50
Reserve Fund Report		\$31.50		\$10.50
List of Boardmembers		\$31.50		\$10.50
Management Agreement		\$31.50		\$10.50
Financial Statement - Month End <i>(current)</i>		\$31.50		\$10.50
Financial Statement - 'Year End' <i>(annual)</i>		\$31.50		\$10.50
AGM Minutes		\$31.50		\$10.50
Minutes - Board Meeting <i>(min's. for past months)</i>		\$31.50		\$10.50
Current Budget		\$31.50		\$10.50
Capital Replacement Reserve Fund Statement		\$31.50		\$10.50
Statement of Account <i>(report of current balance owed against a unit)</i>		\$31.50		\$10.50
Other - Please specify:				

(Prices include GST) -GST#100467299

**E-transfer,
Cheque or Cash
payment options*

***NOTES - Please read:**

1 - ORDER: Please check off the documents from the list in the pertinent column, complete the upper portion and return form to our office by either of the following options: by FAX at 403-247-2554; as an attachment by EMAIL via our website at the 'Contact Us' link; OR to jswain@benchmarkmgmt.net or other email address provided. Provision of listed documents is based on availability. **An order for photocopy version is available and may have an additional .25/pg. fee applied.*

2 - PAYMENT & DELIVERY: Once your order of available documents is ready, we will contact you to confirm your fee and to arrange for delivery of your pre-payment by: Online E-Transfer, Cash or Cheque -payable to Benchmark Management Ltd. **Please note, we are not merchants of debit or credit cards -these types of payment are not available* With the collection of your information, our Privacy Policy is as follows: *Information collected with this order form will be used for providing this document service and for the management of the HOA.*