



## DOCUMENT REQUEST FORM AND RATES

CONTACT NAME:		DATE:	
COMPANY:		PHONE:	
EMAIL:		FAX (if applicable):	
SELLER(S) NAME:			
UNIT # and CONDO. 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

DOCUMENT ORDER SCHEDULE <i>In accordance with The Alberta Condominium Property Act and Regulation</i>	<i>Pls.chk</i>	<i>(business days)</i>	<i>Pls.ch</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 Cert. <i>(single pg. shows terms of coverage).....*NO FEE may apply</i>		\$31.50		\$10.50
Insurance Policy <i>(multi-pg. fine print detail)</i>		\$31.50		\$10.50
Disclosure Statement <i>(includes following 5 items):</i>		\$157.50		\$105.00
Legal Action(s)				
Capital Replacement Reserve Fund Balance				
Contribution Amount and Basis <i>(ie:\$/unit factor)</i>				
Structural Deficiency				
Loan Disclosure for current loans				
Statement: Criteria for Unit Factor Allocation		\$31.50		\$10.50
SIUD -Standard Insurable Unit Description.....*NO FEE may apply		\$31.50		\$10.50
Management Agreement		\$31.50		\$10.50
Post Tensioned Report		\$31.50		\$10.50
Budget.....*NO FEE may apply		\$31.50		\$10.50
Statement of Account <i>(report of current balance owed against a unit)</i>		\$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
By-laws		\$31.50		\$10.50
AGM Minutes.....*NO FEE may apply		\$31.50		\$10.50
Minutes - Board Meeting <i>(approved min's. for fiscal year)-current/past?</i>		\$31.50		\$10.50
Text of written resolutions by Poll Vote		\$31.50		\$10.50
Recreational Agreement		\$31.50		\$10.50
Lease/Exclusive Use Agreement <i>(parking, storage, etc.)</i>		\$31.50		\$10.50
Rules made by the Corporation <i>(consolidation per Sec.32.1 Act)</i>		\$31.50		\$10.50
List of Boardmembers - Form 8		\$31.50		\$10.50
Other Professional Report <i>(excludes legal/litigation) - pls. specify:</i>		\$31.50		\$10.50
Reserve Fund Report (+ Annual Plan)		\$31.50		\$10.50
'Optional' Documents available upon request:				
Insurance Appraisal + Update		\$31.50		\$10.50
Statement: Owner Occupancy -Ratio		\$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 jsvain@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 condominium.