



POB 5428
 Leduc, Alberta T9E 6L7
 Phone: (780) 739-6619

diane@strategiccondo.com
Theresa@strategiccondo.com

Document Request Form

Please place a check mark next to the documents you wish to purchase below. **Payment is made payable to Strategic Property Management.** Documents will be released **upon receipt of payment only.** Charges & cost of docs will be applied to the unit if requesting party does pay or obtain documents in a timely manner. No exceptions will be made to the above.

Date Requested: _____ Possession Date: _____
 Requester: _____ Contact: _____ Phone No: _____
 Property Name: _____ Address: _____ PC: _____
 Legal No: _____ Municipal No: _____ Condo Plan No: _____ Stall No: _____
 Current Owner: _____ Phone No: _____
 New Owner: _____ Phone No: _____

Documents	Regular Price 7-10 Days	Reg. Mark X	Rush Price 1-7 Days	Rush Mark ✓	Documents	Regular Price 7-10 Days	Reg. Mark X	Rush Price 1-7 Days	Rush Mark ✓
Estoppel Certificate	\$200.00	<input type="checkbox"/>	\$300.00	<input type="checkbox"/>	Information Statement	\$100.00	<input type="checkbox"/>	\$200.00	<input type="checkbox"/>
Bylaws	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>	Insurance Appraisal	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>
Current Budget	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>	Reserve Fund Study	\$0.25 per page	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>
Year End Financial Statements	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>	Annual Reserve Fund Report	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>
Current Financial Statements	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>	Condo Plan	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>
Management Agreement	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>	Standard Insurance Unit Description	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>
Insurance Certificate	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>	Assessment Notices	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>
Last 12 month BOD Minutes	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>	Occupancy Letter	10.00 each	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>
AGM Minutes	\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>		\$10.00	<input type="checkbox"/>	\$30.00	<input type="checkbox"/>

POLICIES PRIOR TO NEW OWNERS TAKING POSSESSION

Unit # _____
 Total \$ _____ x GST 5% _____ Total Cost \$ _____ GST # 83664 2413 RT0001
 Document Payment Rec'd: YES NO Payment Method _____
 Monthly Condo Fee: \$ _____ Total Outstanding Fees: \$ _____
 Special Assessment: _____ Caveat: YES NO
 Welcome Letter Sent: _____ Date Sent: _____ Initial: _____ Posted: _____