



# Document Request

Foundation Property Management Inc.  
PO BOX 84053 Market Mall  
Calgary AB T3A 5C4  
403.889.7496 | info@foundation-pm.com

Date required \_\_\_\_\_ (this is the date of sale or refinance)

Firm \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Current Owner(s) \_\_\_\_\_

Unit # \_\_\_\_\_ Legal # \_\_\_\_\_ Condo Plan # \_\_\_\_\_

Property Address \_\_\_\_\_

**IMPORTANT : Documents will not be provided unless new information is completed below** (unless this information is not available or this is for refinance).

Name of *New* Owner(s): \_\_\_\_\_

Address of owner (if not living at this address)

\_\_\_\_\_

Mobile Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_

Possession date: \_\_\_\_\_ If possession date is the first of the month, who will be paying the condominium fee (indicate with an "X" below)?

Seller \_\_\_\_\_ Purchaser \_\_\_\_\_

# Documents Requested

Document	Reg. Price (within 10 business days)	Rush Price (within 3 business days)	Selected Price
Estoppel Certificate	\$240.00	\$300.00	
Information Letter	\$200.00	\$300.00	
Current Financial Statement	\$10.00	\$30.00	
Management Agreement	\$10.00	\$30.00	
Budget	\$10.00	\$30.00	
By-Laws	\$10.00	\$30.00	
Insurance Certificate	\$10.00	\$30.00	
Owner/Occupancy Letter	\$50.00	\$75.00	
Reserve Fund Data	\$10.00	\$30.00	
Reserve Fund Study	\$10.00	\$30.00	
AGM Minutes	\$10.00	\$30.00	
Current or Past Board Meeting Minutes	\$10.00	\$30.00	
Lease Agreements	\$10.00	\$30.00	
Structural Deficiency List	\$65.00	\$95.00	
Recreational Agreement	\$10.00	\$30.00	
Contribution Schedule and Unit Factors	\$10.00	\$30.00	
Legal Disclosure Letter	\$65.00	\$105.00	
Registered Condominium Plan	\$40.00	\$52.00	
Post Tensioned Cable Report	\$10.00	\$30.00	
Condominium Additional Plan Sheet Certificate	\$40.00	\$52.00	
Easement, Covenants and Restrictions (ECR) Agreement	\$10.00	\$30.00	
Building Assessment, Envelope Report, Geo-Technical Report, Technical Audit, Performance Audit (price for each applicable)	\$10.00	\$30.00	
		Subtotal	
		5 % GST	
		Total	

Payment can be made by e-transfer to [info@foundation-pm.com](mailto:info@foundation-pm.com), use "Foundation" as code to collect and "Doc Req – Building – Unit #" in text area or send a cheque to Foundation Property Management Inc. at Box 84053, Market Mall, Calgary AB, T3A 5C4. Thank you!