

Documents are not one-time or one-size fits all!

TIP: current documents are crucial for your buyer and to complete a competent review.

The documents that change (this applies to all types of condos):

Anytime:

- Notice of Special Assessment
- Notice of AGM (including approved AGM minutes from previous AGM)
- Notice of filing a Statement of Claim (found on the CAD)
- Change in condo management
- Rules and Regulation updates such as: Airbnb, Marijuana use, parking, pets, etc.

Monthly:

- Board meeting minutes

Bi-monthly:

- Current Balance Sheet, Profit and loss statement and budget comparison

Annually:

- Insurance Certificate
- Approved annual Operating budget
- Condo Fee notice

Every 5 years

- Reserve Fund Study and Plan
- Bylaw updates

**** this applies to resale condominiums only**

Contact CONDO CHECK® at 403-509-2250 / intake@condo-check.com

www.condo-check.com / Facebook@DocumentReviewService / YouTube Channel CONDO CHECK

and a Private group for Realtor's - Facebook @condocheckrealtortips

Documents required vary for type of condominium plan registered:

Bare Land Condominium: these documents contain information that does not apply to conventional condo plan:

- Architectural controls (CAD)
- Bylaws definition of Managed Property
- Insurance
- Reserve fund Study and Plan
- Redivision Plans for Units (CAD)

Phased Condominium:

- Phasing Disclosure Statement (CAD)

The current documents that are available can be obtained or verified using the condo plan number at www.CondoPapers.com, or on many of the condo management websites. Checking to ensure you have the most current information will save time, money and stress during the sale.

Condo Check® can help

To protect yourself and your client, recommend Condo Check to your condo buyer or seller. Include a Condo Check operational review of the disclosure documents as part of the transaction.

If you would like assistance in identifying the condo documents please contact Sandy at Condo Check, to arrange a time:

**Phone: DL (403) 454-6034, Cell (403) 830-7798, or
E-mail: sandy@condo-check.com**

condocheck®



Time is important when completing a review for a sale. Getting all current documents prevents delays.

Let the Condo Check Condo Document Review service bring you:

- ✓ Peace of mind for you and your buyer
- ✓ Buyer retention
- ✓ Buyers refer you to their friends when you save them stress, frustration and money by preventing them from being surprised after buying a condominium.

