



Condominium Document Non-Rush Order Form

Please fill out the attached form and accompany with a cheque for the total amount payable to "Karen King & Associates Inc." It can be mailed to or dropped off at 304, 1609 14th Street SW, Calgary, AB T3C 1E4.

Required Information

Name of Requesting Party: _____

Requesting Party is the:

Seller _____ Buyer _____ Realtor _____ Lawyer _____ Other _____

Phone Number: _____

Email: _____

Address of Unit: _____

Name of Condo: _____

This order will be fulfilled in 10 business days. If you require them sooner, you can order rush documents off of our website www.karenking.ca. The order will not be considered received until payment is made and the form submitted. Documents will be emailed once complete.



Condominium Document Non-Rush Order Form

Document Type	What Is Included	Standard Cost (includes GST)	Check here to order
Information Statement ** --- Section 44 obligations	-Actions commenced & served, unsatisfied judgements/orders, and written demands in excess of \$5,000 -A statement setting out the amount of the capital replacement reserve fund -A statement setting out the amount of the contributions & basis on which that amount was determined -A statement setting out any structural deficiencies that the corporation has knowledge of at the time of the request in any of the buildings that are included on the condominium plan -Loan disclosure statements for current loans, including documents, showing the starting balance, current balance, interest rate, monthly payment, purpose of the loan, amortization period and default information if applicable.	\$ 105.00	
Supplement doc 1	A statement setting out the particulars or a copy of any subsisting or prior management agreement	\$ 10.50	
Supplement doc 2	A statement setting out the particulars or a copy of any subsisting recreational agreement	\$ 10.50	
Supplement doc 3	The particulars respecting any post tensioned cables that are located anywhere on or within the property that is included in the condominium plan	\$ 10.50	
Supplement doc 4	A copy of the budget of the corporation	\$ 10.50	
Supplement doc 5	A copy of the annual financial statements of the corporation	\$ 10.50	
Supplement doc 6	A copy of the bylaws of the corporation	\$ 10.50	
Supplement doc 7	All approved minutes of all general meetings of the corporation, if available	\$ 10.50	
Supplement doc 8	Draft minutes of general meetings, if not currently approved	\$ 10.50	
Supplement doc 9	Approved minutes of board meetings	\$ 10.50	
Supplement doc 10	A statement setting out the unit factors and the criteria used to determine unit factor allocation;	\$ 10.50	
Supplement doc 11	A copy of any lease agreement or other exclusive possession agreement with respect to the possession of a portion of the common property or real property of the corporation, including a parking stall or storage unit	\$ 10.50	
Supplement doc 12	Copies of insurance certificates held by the corporation	\$ 10.50	
Supplement doc 13	Copies of insurance policies held by the corporation;	\$ 10.50	
Supplement doc 14	Copies of reserve fund plans, reserve fund reports and annual reports	\$ 10.50	
Supplement doc 15	Unit Ledger	\$ 10.50	
Estoppel	<u>If ordering this document you must fill out page 3</u>	\$210.00	
	Order Total		

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ESTOPPEL ORDER

**NOTE: ONLY FILL OUT THIS PAGE IF YOU ARE ORDERING AN
ESTOPPEL. IGNORE THIS PAGE IF YOU ARE NOT**

Condominium Name _____ Condo Corporation # _____

Civic # and Street Address _____ Legal # _____

Parking Stall # _____ Legal # _____ Parking Stall # _____ Legal # _____

Storage Locker # _____ Legal # _____

Close Date _____ Sale _____ Refinance _____ Transfer _____

Who is paying 1st of the Month fees? Seller or Buyer? _____

Owner's Name(s) _____

Owner's Law Firm _____ Phone # _____

Owner's Law Firm email _____

Buyer's Full Name _____

Buyer's Law Firm _____ Phone # _____

Buyer's Law Firm email (mandatory) _____

Further instructions for Estoppel certificate orders

- The Estoppel will be released by email during the morning of the Close Date.
- A Certificate of Insurance can be ordered separately
- A Unit Ledger should be ordered for Condo Fees and Arrears.
- An Information Sheet should be ordered for all other Facts.
- Arrears including amounts due on the 1st of the month must be cleared prior to submitting an Order.
- Undertaking to Pay arrears from proceeds will only be accepted on letterhead by prior arrangement.
- Seller is responsible for future portion of Declared Special Assessments unless otherwise documented
- Seller is responsible for closing their own auto debit. Please advise your client.
- Seller's Lawyer should retain funds against damage from their client's move out.