



CONDOMINIUM DOCUMENT WRITTEN REQUEST - ALBERTA

TODAY'S DATE:		POSSESSION DATE:	
If possession date is the first of the month, who will be paying condo fees?			<input type="checkbox"/> VENDOR <input type="checkbox"/> PURCHASER
PROPERTY NAME:		LEGAL UNIT(S):	
PROPERTY ADDRESS:		SUITE NUMBER:	
CITY:	PROV:	POSTAL CODE:	
OWNER'S NAME:			
Current Owner in Rental Pool?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Will New Owner be in Rental Pool?	<input type="checkbox"/> YES <input type="checkbox"/> NO
NEW OWNER'S NAME:			
Will new owner be living on site?	<input type="checkbox"/> YES <input type="checkbox"/> NO	NEW OWNER'S TELEPHONE:	
NEW OWNER'S MAILING ADDRESS (if not living on site):		SUITE NUMBER:	
CITY:	PROV:	POSTAL CODE:	
PURCHASER'S LAWYER:			
COMPANY/LAWYER ORDERING DOCUMENTS:			
CONTACT NAME:			
TELEPHONE:		CELL / ALTERNATE TELEPHONE:	
ADDRESS:		SUITE NUMBER:	
CITY:	PROV:	POSTAL CODE:	

√ DOCUMENT	PRICE	GST (5%)	TOTAL
<input type="checkbox"/> Estoppel Certificate - Within 10 days	250.00	12.50	262.50
<input type="checkbox"/> Information Certificate - Within 10 days	175.00	8.75	183.75
Note: as per the Condominium Property Act, our office has ten (10) working days to provide the documents) RUSH ORDERS AVAILABLE UPON REQUEST FOR ADDITIONAL FEE:			
<input type="checkbox"/> RUSH: Estoppel Certificate (within 5 days)	325.00	16.25	341.25
<input type="checkbox"/> RUSH: Information Certificate (within 5 days)	300.00	15.00	315.00
<input type="checkbox"/> RUSH: Estoppel Certificate (within 2 days)	425.00	21.25	446.25
<input type="checkbox"/> RUSH: Information Certificate (within 2 days)	425.00	21.25	446.25

**** ESTOPPEL WILL NOT BE RELEASED WITHOUT THE NEW OWNERS' NAME AND ADDRESS ****

*** Please complete all of the above information ***

If you have not requested an Estoppel Certificate, we advise that the documents below do not include any kind of disclosure information that would be included in an Estoppel Certificate. If you require such information, please order the Estoppel Certificate.

√ DOCUMENT	PRICE	GST (5%)	TOTAL
<input type="checkbox"/> Corporation Bylaws	75.00	3.75	75.75
<input type="checkbox"/> Audited Financial Statements	60.00	3.00	63.00
<input type="checkbox"/> Monthly Financial Statements	10.00 each	0.50	10.50 each
<input type="checkbox"/> Budget	25.00	1.25	26.25
<input type="checkbox"/> Board Meeting Minutes	10.00 each	0.50	10.50 each
<input type="checkbox"/> Annual General Meeting Minutes	35.00	1.75	36.75
<input type="checkbox"/> Reserve Fund Study	75.00	3.75	78.75
<input type="checkbox"/> Post Tension Report (if available)	50.00	2.50	52.50
<input type="checkbox"/> Management Agreement	50.00	2.50	52.50
<input type="checkbox"/> Insurance Certificate	20.00	7.50	21.00

This written request must be submitted with payment by certified cheque or money order payable to Larlyn Property Management Ltd. Please be aware there will be a **\$45.00** charge should payment be returned by the bank for any reason. For online payment options, please see instructions on larlyn.com by clicking "Documents & Certificates."

NORTHERN ALBERTA
 10621 - 172nd Street
Edmonton, AB
 T5S 1P1
 Reception: 780-424-7060
 Toll Free: 888-496-0753
 Facsimile: 780-424-7069
 Email: edmonton@larlyn.com

SOUTHERN ALBERTA
 1700 Varsity Estates Dr NW #2
Calgary, AB
 T3B 2W9
 Reception: 403-693-0022
 Toll Free: 888-496-0753
 Facsimile: 403-286-1407
 Email: calgary@larlyn.com

TOTAL OF ESTOPPELS & DOCUMENTS ORDERED:

Certified Cheque / Money Order Attached