



Condominium Documents required to complete a Condo Check document Review

<b>Resale Condominium</b>	<b>New Construction or Conversion Condo</b>
<ul style="list-style-type: none"> <li>• Offer to Purchase &amp; MLS feature sheet</li> </ul>	<ul style="list-style-type: none"> <li>• Developer Purchase Agreement</li> </ul>
<ul style="list-style-type: none"> <li>• Operating Budget &amp; Fee Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Operating Budget</li> </ul>
<ul style="list-style-type: none"> <li>• Notice of Special Assessment (if any)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Contribution Schedule</li> </ul>
<ul style="list-style-type: none"> <li>• Most Recent monthly Budget Comparison &amp; Balance Sheet</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Warranty and Deposit Protection Program (if any)</li> </ul>
<ul style="list-style-type: none"> <li>• Year End Audited Financial Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Condominium Plan</li> </ul>
<ul style="list-style-type: none"> <li>• Reserve Fund Study &amp; Cash Flow Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Phasing Disclosure Statement</li> </ul>
<ul style="list-style-type: none"> <li>• Registered Bylaws</li> </ul>	<ul style="list-style-type: none"> <li>• Architectural Drawings</li> </ul>
<ul style="list-style-type: none"> <li>• Historical Condo Sheet (CAD)</li> </ul>	<ul style="list-style-type: none"> <li>• Site &amp; Landscape plans</li> </ul>
<ul style="list-style-type: none"> <li>• Management Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Description of walkways, roadways, retaining walls, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Managers Disclosure Letter</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Management Agreement</li> </ul>
<ul style="list-style-type: none"> <li>• AGM Meeting Notice</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Bylaws</li> </ul>
<ul style="list-style-type: none"> <li>• AGM Meeting Minutes (draft or approved)</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Easements, Party wall Agreements, Conveyancing Agreements</li> </ul>
<ul style="list-style-type: none"> <li>• Full year of Board Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Encumbrance Agreements</li> </ul>
<ul style="list-style-type: none"> <li>• Engineers or Technical Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed Lease of Common Property</li> </ul>
<ul style="list-style-type: none"> <li>• Insurance Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Reserve Fund Study &amp; Plan if Conversion</li> </ul>
<ul style="list-style-type: none"> <li>• Lease for Parking</li> </ul>	
<ul style="list-style-type: none"> <li>• Newsletters</li> </ul>	
<ul style="list-style-type: none"> <li>• Owners Guide / Rules</li> </ul>	
<ul style="list-style-type: none"> <li>• Restrictive Covenant (if any)</li> </ul>	
<ul style="list-style-type: none"> <li>• Encumbrance Documents (if any)</li> </ul>	
<ul style="list-style-type: none"> <li>• Condominium Plan(s)</li> </ul>	
<ul style="list-style-type: none"> <li>• Statement of Claim (if any)</li> </ul>	

For a thorough and competent document review forward the documents directly to [intake@condo-check.com](mailto:intake@condo-check.com). Direct line to the intake department (403)509-2250 or 403-509-2462.

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