

**B. OBTAIN FROM CONDOMINIUM CORPORATION
(IF NOT FROM SELLER) as per Listing Contract**

1. Financial Information

- Latest Audited Financial Statement
- Current Financial Statement including Balance Sheet to the most recent month
- Budget
- Contribution (condominium) Fee Schedule (breakdown by unit & unit factor)

2. Current Insurance Certificate

3. Management Contract

4. Any Common Property Lease/ Exclusive Use Agreements
(parking, storage)

5. 6. Board of Directors meetings

- AGM Minutes of most recent Annual General meeting
- Board Minutes for the immediate preceding 12 months

7. Reserve Fund

- Latest Reserve Fund Study
- Annual Reserve Fund Report
- Reserve Fund Plan (adopted by the Board)
- Amount of Dollars currently in the Fund

8. Any Engineering Reports (Post Tension Cable report, Mechanical report, Roof report, etc.) or Building Structural deficiencies

9. Owner Occupancy Ratio Letter (if available)

10. Actions/Demands/Judgments

C. Obtain from City - Tax Search

D. Bare Land Units

- Real Property Report if building located on Land Unit
- Information on “Managed Property” from the Bylaws

E. Newsletter/Complex information (if available)

F. Welcome Package (if available)

Condominium Re-Sale Checklist

A. OBTAIN FROM LAND TITLES REGISTRY

1. Title Search

2. Condominium Plan

- This is where you will find the Registered Size of a Unit in the Unit Factor Schedule. You will need to determine if spaces such as storage, basement, attached garage and/or parking are included in the Registered Size.
- If it is a Conventional Condominium, the Condominium Plan itself is the Real Property Report.
 1. The Condominium Plan itself is the Real Property Report.
 2. The Condominium Plan determines responsibility for Windows and Doors.
- If it is a Bare Land Condominium, please note that the Registered Size will only be for the land. If a building is placed on the land, then a Real Property Report is required and the building measured for size according to the CREB guidelines. The responsibility for Windows and Doors is according to the Bylaws.

3. Condominium Additional Plan Sheet (CADS):

- Corporation name and address
- Change of Directors
- Change of Bylaws
- Change of Corporate name
- Dispositions of Common Property
- Re-division of Units
- Easements, encroachments and restrictive covenants
- Party Wall Agreements
- Writs of enforcement against the corporation
- Builder's liens
- Appointment of an Administrator
- Legal actions pending

4. Registered Bylaws (reference # on CADS for searching purposes).

Here you will find information on:

- Use and occupancy restrictions (i.e. age, pets, signs, etc)
- Eligibility for Board Members
- Duties of Owners
- Duties and responsibilities of the Corporation
- Fining provisions for Bylaws breach

5. Phased Disclosure Statement (if applicable)

CONDOMINIUM DOCUMENT INSPECTION SERVICES LIST							
Member Name	Phone	Street Address	PC	E-Mail Address	Fax	Web Address	
Condo-Check	403-509-2462	#1C, 1640 - 16th Avenue NW	T2M 0L6	condocheck@shawbiz.ca	403-509-2251	www.condo-check.com	
Condominium Support Services Inc.							
Bernie Wriener							
Condo Document Inspection Centre	403-228-6770	#700, 933 - 17th Avenue SW	T2T 5R6	cdic@shaw.ca	403-806-1297	www.cdiconspections.com	
CDIC							
Nina Bhasin							
Condo Diagnostics Ltd.	403-269-4321	9A, 4620 Manilla Rd SE	T2G 4B7	condodiagnosics@telus.net	403-269-4329	www.condodiagnosics.com	
Phyllis Fyckes							
Calgary Condominium Consulting Ltd.	403-651-1463	3424 - 34th Avenue SW	T3E 0Z5	condoguy@telusplanet.net	403-240-4345		
Emery Leraand							
Condo Review Ltd.	403-259-3627	307, 8180 Macleod T SE	T2H 2B8	info@condoreview.ca	403-258-3647	www.condoreview.ca	
Valerie Davis							
Prairie Rose Office Services	403-851-7673			profficeservices@shaw.ca			
Expert Condo Review	403-383-2920	109, 1700 Varsity Est Dr NW	T3B 2W9				
Roy Rasmussen							