



Document Request Form

Please complete all fields and email to nwalji@riverdalepm.ca

PROPERTY & OWNER INFORMATION

Property Name	_____	Owner's Name	_____
Address	_____	New Owner's Name	_____
Possession Date	_____	New owner living on site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Purchaser's Lawyer	_____	Cell Phone	_____
Contact Person	_____	Home Phone	_____
Company Ordering Docs	_____	If No, offsite address:	_____

IMPORTANT NOTES

Estoppel Certificates will not be released without the new owner's name and address. Payment must be received before any documents are released. As per the Condominium Property Act, this office has 10 business days to provide requested documents. All documents charged 5% GST.

DOCUMENT SELECTION

DOCUMENT		COST	GST	TOTAL	SELECT
Estoppel Certificate		\$200.00	\$10.00	\$210.00	<input type="checkbox"/>
Insurance Certificate		\$10.00	\$0.50	\$10.50	<input type="checkbox"/>
Corporation Bylaws		\$10.00	\$0.50	\$10.50	<input type="checkbox"/>
Audited Financial Statements		\$10.00	\$0.50	\$10.50	<input type="checkbox"/>
Monthly (Unaudited) Financial Statements		\$10.00	\$0.50	\$10.50	<input type="checkbox"/>
Annual Budget		\$10.00	\$0.50	\$10.50	<input type="checkbox"/>
Board Meeting Minutes		\$10.00	\$0.50	\$10.50	<input type="checkbox"/>
Annual General Meeting Minutes (AGM)		\$10.00	\$0.50	\$10.50	<input type="checkbox"/>
Reserve Fund Study		\$10.00	\$0.50	\$10.50	<input type="checkbox"/>
Management Service Contract		\$10.00	\$0.50	\$10.50	<input type="checkbox"/>
Parking Lease Agreement		\$10.00	\$0.50	\$10.50	<input type="checkbox"/>
Information Statement		\$100.00	\$5.00	\$105.00	<input type="checkbox"/>
Complete Document Package	see inclusions below	\$350.00	\$17.50	\$367.50	<input type="checkbox"/>
Rush Order Fee	per document	\$20.00	\$1.00	\$21.00	<input type="checkbox"/>

TOTAL DUE: \$ _____

COMPLETE PACKAGE INCLUDES:

- Estoppel Certificate
- Insurance Certificate
- Corporation Bylaws
- Audited Financial Statements
- Annual Budget
- AGM Minutes
- Reserve Fund Study
- Management Service Contract
- Information Statement