



DOCUMENT REQUEST FORM

REQUESTER INFORMATION

Suite Number: (Unit/Bldg)	___ / ___	Parking and Storage Number: (if applicable)	Parking _____ / Storage _____
Requesting Firm/ Agent/Owner Name:			
Contact Name: (if applicable)			
Phone Number:		Requester Email:	
Date of Request:			

PURCHASER INFORMATION

Purchaser Name:			
Vendor Name:			
Purchaser Phone Number:		Purchaser Email:	
Effective Date of Sale:			

Condominium Fees for Month of Sale to be paid by (check one): _____ Vendor OR _____ Purchaser

Document	*Standard Fee	Check Applicable	**Expedited Fee	Check Applicable
Estoppel Certificate	\$ 200.00		\$ 300.00	
Information Statement	\$ 100.00		\$ 150.00	
Current Insurance Certificate	\$ 10.00		\$ 30.00	
Current Insurance Policy	\$ 10.00		\$ 30.00	
SIUD – Standard of Insurable Unit Description	\$ 10.00		\$ 30.00	
Current Operating Budget and Unit Factor Schedule	\$ 10.00		\$ 30.00	
Current Audited Financial Statement	\$ 10.00		\$ 30.00	
Current Corporation Bylaws	\$ 10.00		\$ 30.00	
Current Fiscal Year Minutes -Board and AGM	\$ 10.00		\$ 30.00	
Current Reserve Fund Study and Update	\$ 10.00		\$ 30.00	
Historical Documents – prices below are per document. Please be specific as to the documents and years you are requesting.				
Management Agreement (up to 3 previous years)	\$10.00		\$ 30.00	
Prior AGM and Board Minutes (up to 7 previous years)	\$10.00		\$ 30.00	
Historic RFS and Reports (up to 12 previous years)	\$10.00		\$ 30.00	

*Standard Fee is provided within 10 days or less after the closing date of sale.

**Expedited Fee is provided within 3 days or less after the closing date of sale.

Please email manager@redhauscondos.com this completed Document Request Form or drop off in person to 50 Royal Oak Plaza NW. Documents will be released with payment confirmation. Payment can be made by:

1. Owner emailing authorization to collect document fees via EFT with their condo fees (on the first of the following month); or
2. A cheque made payable to CCN 0514332-Red Haus Condominiums.
-Cheques can either be dropped off at the office or mailed via regular post.