

EMERALD

MANAGEMENT & REALTY LTD.

CONDOMINIUM DOCUMENT REQUEST

To: c/o _____
 Emerald Management & Realty Ltd.
 1036 - 10 Avenue S.W.
 Calgary, AB, T2R 1M4
 Phone: (403) 237-8600
 Fax: (403) 290-1530

Property Code: _____
 Property Manager: _____

Please fill in the following information in order to process your request promptly

Name of Law Firm/Real Estate Office (This Information will be used for invoicing)

Company Name: _____	Address: _____
Lawyer/Realtor Name: _____	City/Prov.: _____
Contact Person: _____ <small>(when ready for pickup)</small>	Postal Code: _____
	Phone No.: _____

Subject Property

Property Name: _____	Unit #: _____
Property Address: _____	Unit Legal No.: _____
Parking Legal No.: _____	Storage No.: _____
Name of Current Owner: _____	Condo Plan No.: _____

Documents (Please check off the items required)

<table border="0"> <tr><td><input type="checkbox"/></td><td>Bylaws</td><td style="text-align: right;">\$60.00</td></tr> <tr><td><input type="checkbox"/></td><td>House Rules</td><td style="text-align: right;">\$30.00</td></tr> <tr><td><input type="checkbox"/></td><td>Current Operating Statement</td><td style="text-align: right;">\$25.00</td></tr> <tr><td><input type="checkbox"/></td><td>Audited Annual Financial Statement</td><td style="text-align: right;">\$35.00</td></tr> <tr><td><input type="checkbox"/></td><td>Budget & Contribution Schedule</td><td style="text-align: right;">\$25.00</td></tr> <tr><td><input type="checkbox"/></td><td>AGM Minutes</td><td style="text-align: right;">\$25.00</td></tr> <tr><td><input type="checkbox"/></td><td>Board Minutes (each)</td><td style="text-align: right;">\$25.00</td></tr> <tr><td><input type="checkbox"/></td><td>Board Minutes (in the last 12 months)</td><td style="text-align: right;">\$200.00</td></tr> <tr><td><input type="checkbox"/></td><td>Special Resolution(s) in Circulation(each)</td><td style="text-align: right;">\$30.00</td></tr> <tr><td><input type="checkbox"/></td><td>Insurance Appraisal</td><td style="text-align: right;">\$50.00</td></tr> <tr><td><input type="checkbox"/></td><td>Insurance Certificate & or Corporation Insurance Policy</td><td style="text-align: right;">\$20.00</td></tr> </table>	<input type="checkbox"/>	Bylaws	\$60.00	<input type="checkbox"/>	House Rules	\$30.00	<input type="checkbox"/>	Current Operating Statement	\$25.00	<input type="checkbox"/>	Audited Annual Financial Statement	\$35.00	<input type="checkbox"/>	Budget & Contribution Schedule	\$25.00	<input type="checkbox"/>	AGM Minutes	\$25.00	<input type="checkbox"/>	Board Minutes (each)	\$25.00	<input type="checkbox"/>	Board Minutes (in the last 12 months)	\$200.00	<input type="checkbox"/>	Special Resolution(s) in Circulation(each)	\$30.00	<input type="checkbox"/>	Insurance Appraisal	\$50.00	<input type="checkbox"/>	Insurance Certificate & or Corporation Insurance Policy	\$20.00	<table border="0"> <tr><td><input type="checkbox"/></td><td>Deficiency List (Structural)</td><td style="text-align: right;">\$55.00</td></tr> <tr><td><input type="checkbox"/></td><td>Management Agreement</td><td style="text-align: right;">\$50.00</td></tr> <tr><td><input type="checkbox"/></td><td>Reserve Fund Study</td><td style="text-align: right;">\$100.00</td></tr> <tr><td><input type="checkbox"/></td><td>Confirmation Letter-Disclosure Statement</td><td style="text-align: right;">\$35.00</td></tr> <tr><td><input type="checkbox"/></td><td>Recreation Agreement</td><td style="text-align: right;">\$30.00</td></tr> <tr><td><input type="checkbox"/></td><td>Post Tension Cable Report</td><td style="text-align: right;">\$60.00</td></tr> <tr><td><input type="checkbox"/></td><td>Owner Occupancy Ratio Letter</td><td style="text-align: right;">\$35.00</td></tr> <tr><td><input type="checkbox"/></td><td>Details of pending Assessments</td><td style="text-align: right;">\$30.00</td></tr> <tr><td><input type="checkbox"/></td><td>Estoppel & Insurance Certificate</td><td style="text-align: right;">\$185.00</td></tr> <tr><td><input type="checkbox"/></td><td>Details of any actions, judgements, court orders or demands (each)</td><td style="text-align: right;">\$80.00</td></tr> </table>	<input type="checkbox"/>	Deficiency List (Structural)	\$55.00	<input type="checkbox"/>	Management Agreement	\$50.00	<input type="checkbox"/>	Reserve Fund Study	\$100.00	<input type="checkbox"/>	Confirmation Letter-Disclosure Statement	\$35.00	<input type="checkbox"/>	Recreation Agreement	\$30.00	<input type="checkbox"/>	Post Tension Cable Report	\$60.00	<input type="checkbox"/>	Owner Occupancy Ratio Letter	\$35.00	<input type="checkbox"/>	Details of pending Assessments	\$30.00	<input type="checkbox"/>	Estoppel & Insurance Certificate	\$185.00	<input type="checkbox"/>	Details of any actions, judgements, court orders or demands (each)	\$80.00
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Estoppel & Insurance Certificates (required on sale of property)

Name of New Owner: _____

Will the new owner be living at the property address? On Site Off Site Unknown

Possession Date: _____, _____

New owner start paying contribution from: _____, _____

Interact or cheque made payable to: Emerald Management & Realty Ltd.

Processing of your requests will be placed in priority basis from date of receipt. Allow 5 to 10 days for processing.

Please note that requests sent after 2:00 pm are not received until the next business day.

50% surcharge for URGENT or RUSH requests (within 24 hours of receipt of request)

Current pricing in effect as of January 1, 2015. Prices subject to change without notice.