

ULTIMATE PROPERTY MANAGEMENT INC.
200 – 805 Manning Road N.E., Calgary, Alberta T2E 7M8
Telephone: (403) 287-3056 Fax: (403) 235-3007

The personal information collected on this form will be used to provide requested documents. Any questions about the collection of this information may be directed to the Office Manager at: (403) 287-3056.

DOCUMENT REQUEST FORM

Complete the following: (please print for clarity) Date of Request: _____ Fax No: _____

Contact Person: _____ Phone No: _____

Company: _____ Address: _____

Name of Previous Owner: _____

Legal No: _____ Unit No: _____ Condo. Plan No: _____ Refinancing: Yes No

Property Name: _____ Property Address: _____

****ESTOPPELS WILL NOT BE RELEASED WITHOUT THE NEW OWNER'S NAME & ADDRESS****

Name of New Owner: _____ Possession Date: _____

On/Off Site: - Will the new Owner be living at this address? Yes _____ No _____

If No, Provide Address: _____

Purchaser's Solicitor: _____ Solicitor's Telephone No. _____

If closing date is the FIRST DAY of the month, who will be paying the condo. fees? Vendor _____ Purchaser _____

Document(s) Requested: (Please check off the item(s) required)

Regular Service (7-10 days)		Rush Service (3days)		Documents
_____ \$315.00		_____ \$472.50		Estoppel
_____ 78.75		_____ 157.50		Disclosure Statement
_____ 15.75		_____ 31.50		Current Budget, Condominium Fee Schedule
_____ 52.50		_____ 105.00		Corporation's Current By-Laws
_____ 26.25		_____ 52.50		Annual Financial Statements
_____ 10.50 Ea.		_____ 21.00 Ea.		Current Financial Statements
_____ 15.75 Ea.		_____ 31.50 Ea.		Board Minutes
_____ 15.75		_____ 31.50		AGM Minutes
_____ 22.05		_____ 44.10		Management Agreement
_____ 10.50		_____ 21.00		Insurance Certificate
_____ 26.25		_____ 52.50		Percentage of Owner/Occupancy in Complex
_____ 26.25		_____ 52.50		Engineer's Report (Post Tension/Structural)
_____ 78.75		_____ 157.50		Reserve Fund Study, Reserve Fund Report, Reserve Fund Plan
_____ 10.50		_____ 21.00		Copy of any Recreational Agreement
_____ 6.00		_____ 6.00		+ Long Distance Fax Charge, (If Applicable)

\$ _____ **TOTAL** \$ _____ **TOTAL (GST of 5% is included)**

CHEQUE or MONEY ORDERS ONLY

CERTIFIED CHEQUES ACCEPTED PAYABLE TO: ULTIMATE PROPERTY MANAGEMENT INC.

Note: Uncertified cheque will not be accepted. Charges are final, notwithstanding cancelled documents.

For Office Use Only GST #: 86864 6837 RT0001

Document charge \$ _____, plus *arrears of \$ _____ (if applicable), for a total of \$ _____

***NOT to be released without prior payment of arrears.**

Condo Fee Arrears: _____ As of (date): _____

Special Assessment arrears: _____ Timing on Special Assessment payout: _____

Chargebacks: _____ Current Condo. Fees: _____ Parking: Titled _____ No. of Stalls _____

Caveat? Yes _____ No _____ Removed?: _____ Previous Owner on P.A.P _____ Removed P.A.P? _____

Post-dates? _____ Returned? _____ Mailed? _____ or Attached to Estoppel? _____