

**CONDOMINIUM DOCUMENTATION REQUEST FORM**

Today's Date: \_\_\_\_\_

\*Request By: \_\_\_\_\_ Contact: \_\_\_\_\_  
 (Firm or Owner(s) Name)

\*Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**RENTAL POOL PARTICIPANTS ONLY: This section must be completed.**

**NEW OWNER ~ Joining Rental Pool** Yes  No

If Yes, please contact Mayfield Management Group Ltd make arrangements to complete a Rental Pool Agreement

**NEW OWNER ~ Assuming Tenant** Yes  No

If Yes, please provide new landlords contact information to Mayfield Management Group Ltd.

**NEW OWNER ~ Vacant Possession Required:** Yes  No

If Yes, our office must receive written instruction from the Owner, Owners Agent or Solicitor, to deliver to the current tenant a "3 full tenancy months" Notice to Vacate. Providing no lease commitment exists.

\*Current Owner(s): \_\_\_\_\_

\*Unit No.: \_\_\_\_\_ Legal Unit No.: \_\_\_\_\_ Condo Plan No.: \_\_\_\_\_

\*Property Address: \_\_\_\_\_

\*Name(s) & Phone No(s) of New Owner(s): \_\_\_\_\_

\*New Owner(s)' Lawyer's Name & Phone \_\_\_\_\_

\*Address of New Owner(s): \_\_\_\_\_

\*Possession Date: \_\_\_\_\_ Phone Number of New Owners: \_\_\_\_\_

\*Please circle and date who will be responsible for the next monthly installment of Condominium Contribution Fees:

Vendor: \_\_\_\_\_ Purchaser: \_\_\_\_\_

**PLEASE NOTE: ESTOPPELS REQUESTED WITH A POSSESSION DATE FOR THE FOLLOWING MONTH REQUIRE PRE-PAID CONDOMINIUM FEES IN CERTIFIED FUNDS TO INCLUDE THE ADDITIONAL MONTH. IF CONDOMINIUM FEES ARE PAID VIA CHEQUE OR APW THIS MAY RESULT IN A DELAY DUE TO THE BANK PROCESSING PERIOD.**

<input checked="" type="checkbox"/>	Document(s)	Regular Price (Up to 10 Days)
	Estoppel	\$100.00
	Audited Financial Statement	\$25.00
	Current Financial Statement	\$15.00
	Budget	\$15.00
	By-laws	\$20.00
	Insurance Certificate	\$15.00

<input checked="" type="checkbox"/>	Document(s)	Regular Price (Up to 10 Days)
	Management Agreement	\$15.00
	Reserve Fund Study	\$20.00
	AGM Minutes	\$15.00
	Board Minutes Past 12 Months	\$25.00
	Information Statement	\$20.00

**DOCUMENTS ARE RELEASED UPON PAYMENT PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

Above Prices do **not include** GST

Total Cost of Documents requested: \$ \_\_\_\_\_

**Please note:** When ordering the Estoppel you will receive the Certificate of Insurance **Free**.  
**Cheque(s) or Money Order(s)** made payable to: **Mayfield Management Group Ltd.**

**\*\*\* ALL ASTERISK ITEMS MUST BE COMPLETED FOR REQUEST TO BE PROCESSED \*\*\***