

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 *****