



FRESH
REAL ESTATE

Condominium Documents

Section 44 of the Condominium Property Act of Alberta allows the purchaser of a condominium, in Alberta, the right to request information (documents) pertaining to the condominium corporation, before they buy.

As a seller you are required to provide, upon request, the following documents for professional review. Typically the documents will need to be provided upon final acceptance of the Offer to Purchase.

Since many condominium corporations and property management companies require 10 days written notice to provide documentation that is requested, we strongly recommend that you ensure that you have all the necessary documents available and order any that may be missing.

Required Documents:

- Condominium Corporations current by-laws
- Current Annual Budget & Condo Fee Schedule
- Condominium Corporation CURRENT MONTHLY financials
- Most Recent Audited Financials
- Most Recent AGM Minutes
- Board Meeting Minutes (last 12 months)
- Insurance Certificate
- Lease Agreement for Parking (if applicable)
- Management Agreement
- Recreational Agreement (if applicable)
- Reserve Fund Study or Board of Directors Reserve Fund Plan
- Post-Tension Report
- Newsletters published by Condo Corp
- Board of Directors Rules & Regulations of the Corporation
- Copy of Management letter regarding any legal action, judgments made against the corporation
- Owner-occupancy %
- Legal Condo Plan
- MLS Listing of the Property