

BENCHMARK MANAGEMENT LTD.



DOCUMENT REQUEST FORM AND RATES

DATE: _____

COMPANY: _____ CONTACT NAME: _____ PHONE: _____

E-MAIL: _____ FAX: _____

UNIT #: _____ CONDO. PROPERTY NAME OR ADDRESS: _____

SELLER(S) NAME: _____

INFO. REQUIRED AT SALE: (Estoppel Requests)

NEW OWNER(S) NAME: _____

NEW OWNER(S) PHONE: E-MAIL: _____

POSSESSION DATE: _____

	Regular	✓	Rush	✓
Intro. to Condo.&Doc.Review Session (Available By Appointment)	Fee Schedule		Fee Schedule	
ESTOPPEL CERTIFICATE	\$157.50		\$236.25	
By-laws	\$26.25		\$39.38	
Reserve Fund Report	\$21.00		\$31.50	
List of Boardmembers	\$10.50		\$15.75	
Insurance Appraisal / Update	\$21.00		\$31.50	
Insurance Certificate	No chg.		No chg.	
Management Agreement	\$21.00		\$31.50	
Audited Financial Statement (Annual)	\$15.75		\$23.63	
AGM Minutes	\$10.50		\$15.75	
Current Budget	\$10.50		\$15.75	
Post Tensioned Report (If applic.)	\$15.75		\$23.63	
Mthly. Board Minutes x(____ months)	1.05 /pg.		1.58 /pg.	
Current Financial Statement (Monthly)	\$10.50		\$15.75	
Cap. Rep. Res. Fund Statement	\$10.50		\$15.75	
Statement of Account	\$10.50		\$15.75	
Owner Occupancy Statement	\$10.50		\$15.75	
Contribution Based on U/Factor State.	\$10.50		\$15.75	
Criteria for U/Factor Basis Statement	\$10.50		\$15.75	
Legal Action(s) Statement	\$10.50		\$15.75	
Structural Deficiency Statement	\$10.50		\$15.75	
Other -pls. specify				

* (Prices Include GST) GST#100467299

SPECIAL INSTRUCTION & NOTES:

From the list above, please mark the documents that you are requiring in either the regular or rush column, complete the upper portion of this form and fax back to our office at 403-247-2554. Please allow up to three (3) working days for regular documentation. Once ready you will be contacted for pick-up, at which time payment for documents is due and payable to Benchmark Management Ltd. by cheque, money order or exact cash. With the collection of your information, our **Privacy Policy** is as follows: Information collected with this order form will be used solely for the purpose of providing this document service and for the management of the condominium.