



**DOCUMENT REQUEST FORM AND RATES**

DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

UNIT #: \_\_\_\_\_ CONDO. PROPERTY NAME OR ADDRESS: \_\_\_\_\_

SELLER(S) NAME: \_\_\_\_\_

**\*\*\* INFO. REQUIRED with SALE: (Estoppel Requests)**

NEW OWNER(S) NAME: \_\_\_\_\_ NEW OWNER(S) PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ POSSESSION DATE: \_\_\_\_\_

OR:

	REGULAR	✓	RUSH	✓
<b>Intro. to Condo.&amp;Doc.Review Session (Available By Appointment)</b>	<b>Fee Schedule</b>		<b>Fee Schedule</b>	
ESTOPPEL CERTIFICATE	\$199.50		\$299.25	
By-laws	\$42.00		\$63.00	
Reserve Fund Report / +Plan	\$52.50 / (+\$15.75 r/f plan)		\$78.75 (+\$23.63 r/f plan)	
List of Boardmembers	\$15.75		\$23.63	
Insurance Appraisal / +Update	\$26.25 / (+ \$15.75 update)		\$39.38 / (+\$23.63 update)	
Insurance Certificate	No chg.		No chg.	
Management Agreement	\$31.50		\$47.25	
Audited Financial Statement (Annual)	\$26.25		\$39.38	
AGM Minutes	\$15.75		\$23.63	
Current Budget	\$15.75		\$23.63	
Post Tensioned Report (If applic.)	\$21.00		\$31.50	
Mthly. Board Minutes x ( _____ months)	\$15.75 (per set)		\$23.63 (per set)	
Current Financial Statement (Monthly)	\$15.75		\$23.63	
Capital Replacement Reserve Fund Statement	\$15.75		\$23.63	
Statement of Account (Unit status)	\$15.75		\$23.63	
Owner Occupancy Statement -Ratio	\$15.75		\$23.63	
"Contribution" Based on U/Factor Statement	\$15.75		\$23.63	
"Criteria" for U/Factor Basis Statement	\$15.75		\$23.63	
Legal Action(s) Statement	\$15.75		\$23.63	
Structural Deficiency Statement	\$15.75		\$23.63	
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.