DCCI Real Estate Services
Condominium Document Request Form

1. Customer Information (Please Print Clearly)

Property Address | Current Owner

Person Requesting Information:

Phone | Email

2. Documents Required

☐	Estoppel Certificate effective date: _____	$195.00
☐	By-Laws	$40.00
☐	Certificate of Insurance	$0.00
☐	Current Monthly Financial Statements	$15.00
☐	Audited Financial Statements	$25.00
☐	Management Agreement	$30.00
☐	Minutes of the Last AGM	$15.00
☐	Budget	$15.00
☐	Reserve Fund Study	$60.00
☐	Board Minutes (per month)	$15.00
☐	Post Tension Report (if applicable)	$25.00
☐	Registered Plan	$15.00
☐	Disclosure Letter	$50.00
☐	RUSH ORDER (1 to 3 Business Days)	$150.00
Total (prices do not include GST)		

3. Credit Card Authorization

Name on Card

Card Number | Expiry Date

Card Id Number

Signature

4. Method of Delivery

☐ Email ☐ Pickup

☐ Canada Post (additional charge of $5)

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