



Condo Document Due Diligence

A Service of AD HOC LAND CONSULTING, INC.

54 Evergreen Manor S.W., Calgary, Alberta T2Y 3R3 Email: adhoclan@shaw.ca

Condo Document Review Client (Purchaser) Questionnaire

The Property: _____
Municipal Address: _____
Residential Unit: Condominium Plan No. _____ Unit _____ Unit Factor _____

Purchaser Name _____
Purchaser Name _____
No. of Occupants _____ Children _____ Adults _____ Seniors _____

Life Style:
Pets: Dog(s) _____ Breed _____ Cat(s) _____ Other _____
Smoking: Yes No No
Guests: Overnight Visitors _____
Hobbies: Music _____ Outdoor Activities _____
Gym _____
Balcony/Deck: Items such as _____
Vehicles: No. _____ Type _____
Business: Home based Business _____

Future Planning: Years Planning to Stay _____
Children _____
Renovations _____
Sublease or Rent _____

Current Address: _____
Contacts: Home Phone _____ Cell _____
Email _____
Realtor _____

I/We, the Client(s) agree to furnish the required Condominium Documents (attached Schedule A) from the associated Condominium Board Association for the review of the Reviewer for the date of _____. The Reviewer agrees to produce an analytical review of these documents by _____ for a fee of \$395.00 + G.S.T. upon completion.

Dated _____ of _____, 2019.

Craig Brygidyr, Condo Document Reviewer

Condo Documentation Review Checklist

Review of the following Condo Documents as per clause 8.2 of the Alberta Real Estate Association Offer to Purchase Agreement:

- 1. statement setting out the amount of any contributions due and payable in respect of the unit
- 2. the particulars of:
 - i. any action commenced against the corporation and served on the corporation
 - ii. any unsatisfied judgement or order for which the corporation is liable
 - iii. any written demand made on the corporation for an amount of excess of \$5,000 that, if not met, may result in an action brought against the corporation
- 3. the particulars of, or a copy of, any subsisting management agreement
- 4. the particulars of, or a copy of, any subsisting recreational agreement
- 5. the particulars of any post tensioned cables located anywhere on or within the property that is included in condominium plan
- 6. a copy of the budget of the corporation
- 7. a copy of the most recent financial statements, if any, of the corporation, including the most recent year-end and month-end statements
- 8. a copy of the bylaws of the corporation
- 9. a copy of the most recent approved and most recent draft minutes of the annual general meeting
- 10. a copy of the minutes and draft minutes of the board of directors of the corporation for not less than the past 12 months
- 11. a statement setting out the amount of the capital replacement reserve fund
- 12. a copy of the reserve fund report
- 13. a copy of the reserve fund plan
- 14. a statement setting out the amount of the monthly contribution (commonly referred to as condominium fee) and the basis on which that amount is determined
- 15. a statement setting out any structural deficiencies that the corporation has knowledge of, at the time of the request in any of the buildings that are included in the condominium plan

- 16. a copy of any lease agreement or exclusive use agreement with respect to the possession of a portion of the common property, including a parking stall or storage space
- 17. a copy of the registered condominium plan
- 18. a copy of the condominium additional plan sheet certificate (CADS)
- 19. a copy of the insurance certificate
- 20. a copy of the homeowner association fee
- 21. a copy of any proposed special resolution awaiting a vote
- 22. a copy of any special resolution that has been passed but not yet implemented
- 23. a copy of any easement covenants and restrictions (ECR) agreement
- 24. a copy of any other building or site report such as a building assessment report, building envelope report, geotechnical report, technical audit, or performance audit
- 25. Other
 - Certificate of Title
 - Disclosure Letter
 - _____
 - _____
 - _____