



CONDO LAW
FOR ALBERTANS

www.condolawalberta.ca

Buying a Resale Condo: Document Checklist

Before you buy a resale (previously owned) condo in Alberta, you need to do your homework by requesting and reviewing documentation about the condominium complex. The following is a list of documents to request—and where to get them—before signing on the dotted line.

Documents to Request from the Condominium Corporation

Under the *Condominium Property Act* and its Condominium Property Regulation, a condominium corporation must provide the following documents to buyers **within 10 days of receiving a written request**:

- Annual report
- Bylaws of the condominium corporation*
- Estoppel certificate, including:
 - Current condominium contributions (also known as condo fees) for the unit
 - Payment schedule for contributions
 - Amount of any unpaid contributions, including interest owing
- Exclusive use agreement or lease for common property* (for example, parking stall or storage unit)
- Financial statements (most recent copy)
- Insurance certificate
- Legal claims information, including:
 - Details about any legal action started against and served on the condo corporation
 - Details of any outstanding judgments or orders that the corporation is responsible for
 - Details of any written demands against the corporation for more than \$5,000
- Management agreement
- Minutes of the general meetings of the condo board
- Operating budget
- Post-tension cables*
- Recreational agreement
- Reserve fund plan
- Reserve fund report

See next page

- Structural deficiencies statement: identifying any structural deficiencies in any of the condominium complex's buildings that the condo corporation knows about at the time the information is requested
- Unit factor statement*: setting out unit factors and how they are assigned

**These documents are also included if you order a copy of the Condominium Plan from the Land Titles Office.*

A condominium corporation is legally required to provide the following documents to buyers **within 30 days of receiving a written request**:

- Insurance policy



CAUTION

Be aware that condominium corporations are allowed to charge a reasonable fee for preparing and reproducing any documents you request.

Additional Documents to Request

The following documents should also be requested and reviewed prior to purchasing a resale condo. Talk to your lawyer or real estate professional if you need help getting these documents.

Purchase these documents from a Land Titles Office or Registry Agent (a fee will be charged for these documents)

- Condominium Plan, including Condominium Additional Plan Sheets (CAD)
- Certificate of Title

Request these documents from the Condominium Corporation (a reasonable fee may be charged for these documents)

- Condominium newsletters
- Contact information for the Board of Directors*

Request this document from the seller

- Real Property Report (for bare land condo units only)

**This information is included if you order a copy of the Condominium Plan from the Land Titles Office.*



TIP

While sellers are not legally required to provide prospective purchasers with any documentation, many sellers will have a documentation package available.

To learn more about each document and what to look for, visit Condo Law for Albertans:

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