



**CONDO LAW**  
FOR ALBERTANS

[www.condolawalberta.ca](http://www.condolawalberta.ca)

## Condominium Boards and Requests for Information



A condominium corporation has a legal obligation to respond to requests for certain information, depending on what is requested and who makes the request. This guide will help condo boards determine if and when they must respond to the following requests for information:

1. Estoppel certificate
2. Documents and details
3. Reserve fund report, reserve fund plan or annual report for the fiscal year
4. Insurance policy or insurance certificate
5. Record inspection



### TIP

The condominium corporation can charge a reasonable fee for any expenses in providing a document.



### TIP

The condo corporation should record the details of any requests for information, such as the date, the person's name, and information/documents provided. It should also verify the identity of any non-owners making a request, such as buyers or mortgagees. When collecting personal information, the corporation should know its obligations under the *Personal Information Protection Act (PIPA)*. More information on *PIPA* can be found on our website: [www.condolawalberta.ca](http://www.condolawalberta.ca)

## What information is requested?

### 1. Estoppel Certificate

An estoppel certificate is a statement indicating whether the unit's condo fees have been paid

#### Is the person requesting the estoppel certificate the:

- owner, or
- purchaser, or
- mortgagee, or
- lawyer of an owner, purchaser or mortgagee, or
- person authorized by owner, purchaser, or mortgagee

NO

It is recommended that the board or management company acting on behalf of the board inform the requestor that only the persons listed are eligible to request the certificate

YES

#### The condo corporation must provide a certificate with the following information:

- amount of the condominium contribution,
- payment schedule,
- any unpaid contributions, and
- interest owing on any unpaid contributions

## What information is requested?

### 2. Documents and details

- Contributions due and payable for a unit
- Lawsuits, judgments or written demands involving the corporation
- Existing management and recreational agreements
- Post tensioned cables located on/ within the property as included in the condominium plan
- Corporation's budget
- Corporation's most recent financial statements
- Corporation's bylaws
- Corporation's or board's meeting minutes
- Reserve fund
- Unit factors and how they are determined
- Structural deficiencies known to the corporation
- Lease or exclusive use agreement on the partial possession of common property (such as a parking stall or storage unit)

#### Is the person requesting documents and/or details the:

- unit owner, or
- unit purchaser, or
- unit mortgagee

NO

It is recommended that the board or management company acting on behalf of the board inform the requestor that only the persons listed are eligible to request the documents

YES

#### Is the request in writing?

NO

It is recommended that the board or management company acting on behalf of the board inform the requestor that the request must be in writing

YES

The condo corporation must provide the documents and/or details or a copy of the documents and/or details within 10 days of receiving the request

**What information is requested?**

**3. Reserve fund report, reserve fund plan, or annual report for the fiscal year**

**Is the person requesting the documents the:**

- unit owner, or
- unit purchaser, or
- unit mortgagee

**NO**

It is recommended that the board or management company acting on behalf of the board inform the requestor that only the persons listed are eligible to request the documents

**YES**

**Is the request in writing?**

**NO**

It is recommended that the board or management company acting on behalf of the board inform the requestor that the request must be in writing

**YES**

**The condo corporation must provide the documents within 10 days of receiving the request**

What information is requested?

**4. Insurance policy or insurance certificate**

Is the person requesting the insurance policy or certificate the:

- unit owner, or
- unit purchaser, or
- unit mortgagee

NO

It is recommended that the board or management company acting on behalf of the board inform the requestor that only the persons listed are eligible to request the policy or certificate

YES

For an insurance policy request, the condo corporation has 30 days to provide a copy

For an insurance certificate request, the condo corporation has 10 days to provide a copy

## What information is requested?

### 5. Record inspection

- Records for condo corporation's management or administration
- Minutes of board meetings
- Minutes of owners' meetings

Is the person making the request a mortgagee?

NO

It is recommended that the board or management company acting on behalf of the board inform the requestor that only the mortgagee is eligible to request the information

YES

Has the mortgagee given 10 days' written notice?

NO

It is recommended that the board or management company acting on behalf of the board inform the mortgagee that 10 days written notice is required

YES

The condo corporation can allow the record inspection