



**CONDO LAW**  
FOR ALBERTANS

[www.condolawalberta.ca](http://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 you sign 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 possession area (for example, parking stall or storage unit) lease, licence or other instrument\*
- Financial statements (most recent copy)
- 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
- 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.*

## Additional Documents to Request



### CAUTION

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

*You can purchase these documents from a Land Titles Office or Registry Agent (a fee will be charged)*

- 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 these documents from the seller*

- Any notifications of insurance coverage changes from the condo corporation
- 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:

**[www.CondoLawAlberta.ca](http://www.CondoLawAlberta.ca)**