

AREA Re-Sale Document Requirement List

Selling Agent to Provide

- Disclosure Statement
- Condo Manager Agreement
- Current Fiscal Year Budget and Fee Schedule
- Most Recent Monthly Balance & Income Statements for Operating and Reserve Fund Accounts
- Audited Financial Statements (Most Recently Available)
- Current Approved Condo Bylaws
- Annual General Meeting Minutes (most recently available)
- Board of Directors Meeting Minutes from last 12 months
- Most Recent Reserve Fund Study + any annual Reserve Fund Study Updates.
- Condo Plan
- Condominium Additional Plan Sheet
- Standard Insurable Unit Description
- Current Insurance Certificate

Buying Agent to Provide

- Property Title
- MLS Listing Sheet or Offer to Purchase

If Applicable

- Post Tension Cable Engineering Reports (All reports that are available)
- Recreational Agreement
- Lease agreements for parking or storage use
- Any Additional Rules or Policies
- Any Information as it pertains to contemplated or actual litigation, from the corporation legal counsel.
- If a high rise (over 5 stories and 10 years old), Building Exterior Visual Assessment (professional report)