

Document Request Form

New Concept Management Inc
 Suite 101, 221 – 18 Street SE Calgary, Alberta T2E 6J5
 Dir: 403.398.9528 Fax: 403.398-0751

Email: info@newconceptmanagement.com

Please place a check mark next to the documents you wish to purchase below. **Payment is made payable to New Concept Management Inc.** Documents will be released **upon receipt of payment only.** New owner information will need to be provided for the release of documents. No exceptions will be made to the above.

Date Requested: _____ Possession Date: _____

Requesting Firm: _____ Contact: _____ Phone No: _____

Property Name: _____ Address: _____ PC: _____

Legal No: _____ Municipal No: _____ Condo Plan No: _____ Stall No: _____

Current Owner: _____ Phone No: _____

New Owner: _____ Phone No: _____

Documents	Regular Price 1-5 Days	Reg. Mark X	Rush Price 24-48 Hrs	Rush Mark ✓	Documents	Regular Price 1-5 Days	Reg. Mark X	Rush Price 24-48 Hrs	Rush Mark ✓
Estoppel Certificate	\$160.00		\$212.00		Insur. Policy	\$16.00		\$32.00	
Bylaws	\$50.00		\$70.00		Reserve Fund Study	\$50.00		\$70.00	
Current Budget	\$16.00		\$32.00		Reserve Fund Plan	\$40.00		\$60.00	
Audited Financial Statements	\$21.00		\$42.00		Condo Plan	\$21.00		\$42.00	
Current Financial Statements	\$16.00		\$32.00		Engineer or Post Tension Report	\$50.00		\$70.00	
Management Agreement	\$80.00		\$100.00		Bldg Policies	\$21.00		\$42.00	
Insurance Certificate	\$10.00		\$20.00		Assmt Notices	\$16.00		\$32.00	
Insur. Appr	\$50.00		\$70.00		Current Mnts	\$16.00 (each)		\$32.00 (each)	
AGM Mnts/	\$16.00 (each)		\$32.00 (each)		Occupancy Lertter	\$10.00		\$20.00	

PLEASE ASK FOR THE BUILDING POLICIES PRIOR TO NEW OWNERS TAKING POSSESSION

“Office Use Only”

Total _____ x GST _____ Total Cost _____ GST Reg # 823128079 RT0001)

Document Payment Rec'd: _____ Yes _____ No _____ Cheque No: _____ By: _____

Monthly Condo Fee: _____ Total Outstdg Fees: _____

Special Assessment: _____ Caveat: _____ Yes _____ No _____

Welcome Letter Sent: _____ Date Sent: _____ Initial: _____ Posted _____