

Diversified Management Southern

#218, 222 - 16 Avenue N.E. Calgary, AB T2E 1J8
 PH: 403-230-7376 FAX: 403-230-7356 email: jcyr@divsouth.com

CONDO DOCUMENT REQUEST FORM

Date of Request: _____ **RECEIVED IN GOOD ORDER** _____

Condominium Address: Unit # _____, _____

Documents	Regular Price - Incl. GST* (MIN. 2-3 days)	RUSH - MIN. 1 day if rec'd by noon
Management Agreement	\$35.00	\$60.00
Certificate of Insurance	\$25.00	\$40.00
Bylaws	\$45.00	\$65.00
Budget	\$20.00	\$30.00
Reserve Fund Study	\$60.00	\$85.00
Audited Financial Statements	\$30.00	\$50.00
Monthly Financial Statement	\$25.00	\$38.00
AGM Minutes	\$25.00	\$40.00
Board Meeting Minutes (set = 12 months)	\$45.00	\$60.00
Post Tension Cable Report (if applicable)	\$20.00	\$30.00
Disclosure Letter	\$75.00	\$90.00
Percentage of Owner Occupancy List	\$10.00	\$25.00
Policies & Procedures Manual 1-20 pages	\$20.00	\$30.00
Policies & Procedures Manual 20 + pages	\$40.00	\$50.00
TOTAL	\$ _____	\$ _____
	OFFICE USE ONLY	Invoice #

Name of Requestor: _____

Address: _____

Contact Phone Number: _____

**** Payments will be accepted by CASH (exact change only) or MONEY ORDER made payable to Diversified Management Southern ****

* Prices are subject to change without notice*

!!! Condo documents must be picked up within 2 weeks from DMS phone call that they are ready!!!

A Move In/Out sheet has been included (if applicable) for you to give to the purchaser. This contains important information such as: fees involved, notice required for elevator, who to contact for set up, etc. Please make sure this notice gets to the purchaser so the move goes smoothly for everyone.