

## Document Request Form

New Concept Management Inc

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Dir: 403.398.9528 Fax: 403.398-0751 Email: [docforms@newconceptmanagement.com](mailto:docforms@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. Via CHEQUE ONLY.** Documents will be released **upon receipt of payment**. No exceptions will be made to the.

Date Requested: \_\_\_\_\_ Possession Date: \_\_\_\_\_ Date Required: \_\_\_\_\_

Requesting Firm: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Name: \_\_\_\_\_ Address: \_\_\_\_\_ PC: \_\_\_\_\_

Legal No: \_\_\_\_\_ Municipal No: \_\_\_\_\_ Condo Plan No: \_\_\_\_\_ Stall No: \_\_\_\_\_ Storage No. \_\_\_\_\_

Current Owner: \_\_\_\_\_ Phone No: \_\_\_\_\_

New Owner: \_\_\_\_\_ Phone No: \_\_\_\_\_

Documents	Regular Price 1-5 Days	Reg. Mark X	Rush Price 2 Full Business Days	Rush Mark ✓	Documents	Regular Price 1-5 Days	Reg. Mark X	Rush Price 2 Full Business Days	Rush Mark ✓
Estoppel Certificate	\$240.00		\$300.0		Insurance Policy	\$20.00		\$40.00	
Bylaws	\$60.00		\$80.00		Reserve Fund Study	\$60.00		\$80.00	
Budget & Fee Schedule	\$16.00		\$32.00		Reserve Fund Plan	\$40.00		\$60.00	
Audit	\$40.00		\$60.00		Condo Plan	\$20.00		\$40.00	
Current Financial Statements	\$16.00		\$32.00		Engineer or Post Tension Report	\$60.00		\$80.00	
Management Agreement	\$100.00		\$160.00		Building Info Package	\$40.00		\$60.00	
Insurance Certificate	\$16.00		\$32.00		Special Ass. or Notices	\$16.00		\$32.00	
Insurance Appraisal	\$50.00		\$70.00		Board Mnts (Pls specify how many)	\$16.00 <b>(each)</b>		\$32.00 <b>(each)</b>	
AGM Minutes	\$16.00		\$32.00		Occupancy or Disclosure Letter	\$16.00 <b>(each)</b>		\$32.00	

### “OFFICE USE ONLY – PLS DO NOT WRITE IN THIS SECTION ”

Amount: \_\_\_\_\_ GST \_\_\_\_\_ Total Cost: \_\_\_\_\_

Cheque No: \_\_\_\_\_ By: \_\_\_\_\_ Move in/out Entered: \_\_\_\_\_ Posted to Spectra \_\_\_\_\_

Condo Fee: \_\_\_\_\_ Outstdg Fees: \_\_\_\_\_ Welcome Letter Sent: \_\_\_\_\_ PAD Removal Date: \_\_\_\_\_