

Status Certificate Request

Please Read:

- If the closing date changes or the sale falls through please advise our office immediately at info@highpointpm.ca or 226-663-7779.
- Contact our office to confirm the Common Element Fees have been paid prior to closing. Common Element Fees are due on the 1st of each month. Pre-authorized debit is available.
- Payment in the amount of \$100.00 must be made via cash, cheques or money order made payable to HighPoint Property Management Corporation. *Note: HighPoint does not accept credit card payments.*
- Owners leasing the unit must complete and provide the corporation with a Summary of Lease or Renewal within 30 days of leasing.
- Please ensure that the purchaser receives the unit and mailbox keys from the vendor upon closing. We do not have any keys.
- Please provide your pickup, payment instructions and name and telephone number for the person who will be arranging pick up of the Status Certificate.
- Please allow for 10 days to get the completed Status – we will do our very best to complete it beforehand. It is also advisable to allow the legal counsel at least 5 days to review the status certificate

Please supply the following information

PART A - Requester's Information

Today's Date: _____

Requested By: _____

Email: _____

Address: _____

City: _____

Postal Code: _____

Telephone: _____

PART B - Unit Information

Condo Plan Number: _____

Municipal Address: _____

Legal Address: _____

Seller's Full Name: _____

PART C - Purchaser's Information

Purchaser's Full Name: _____

- Will the purchaser be living onsite or offsite? _____ Onsite _____ Offsite

If the buyer will be living offsite, please provide mailing address for service, telephone # and Email address (to receive timely corporation communications)

Mortgage Company: _____

Purchaser's Lawyer Contact Information: (Please include address, City, Postal Code, and Tel.)

Offer's Waiver Date: _____

Closing Date: _____

- If your request is required to re-finance your mortgage, please indicate "N/A" wherever it does not apply (for instance "Seller's Full Name") and DO provide the Owner's information (full name as will be registered on title) in Part C.