

Status Certificate Request

Please Read:

- Payment in the amount of \$100.00 must be made via cash, cheque or money order made payable to HighPoint Property Management Corporation. E-transfer is available, upon request please notify us if you would like this option. **Note: HighPoint does not accept credit card payments.**
- 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 of 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: _____

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.

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

- If the closing date changes or the sale falls through please advise our office immediately at info@highpointpm.ca, Fax: 226-663-8945 or by phone 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.
- 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.