

# 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](mailto: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.