



Why have a Condominium Document Review?

Our goal is to provide buyers with the information they need to make an informed and confident decision in an easy to read format.

Having a **CondoFirstReview** document inspection service provides the buyer with information prior to the purchase that may uncover details that can be resolved before they complete the sale.

CondoFirstReview ensures that the buyer receives all of the missing documents. The list provided in the back of this brochure outlines all the necessary documents for a full and complete analysis.

CondoFirstReview completes a point by point analysis of each category from the documents into a format so the buyer understands what is important to the specific unit that is being purchased.

The **CondoFirstReview** informative Review also serves as a full reference guide with important information for future use.

Benefits of a Condominium Document Review...

The document Review is comparable to a home inspection prior to buying. The difference is that you are buying into a corporation and you will inherit any existing responsibilities including the financial obligations of the condominium corporation.

The Document Inspection Service reduces the risk of surprise and the time spent on getting the information that is needed to know if there are any additional costs or “Special Assessments”.

The Review informs the buyer of all the financial requirements, how they are determined and the responsibilities of being an owner, providing the buyer peace of mind.

Our Review outlines the Facts

- About the Condominium Corporation
- Condominium Fee & Contribution Analysis
- Reserve Fund Study Analysis
- Special Assessment Analysis

Frequently Asked Questions...

How long does it take?

We require 2-3 business days from the time we receive all the documents. This does not include the time it takes to obtain missing or updated documents.

What documents are required?

All documents listed in the schedule to the contract including a current balance sheet within 2-3 months. Also one full year of board of director minutes and the latest annual general meeting minutes. The condominium sheet (CAD) and the registered plan, and lastly the current bylaws with the registration number. These are often missed.

Do you consult with the client?

Yes, we email the client the review and a copy of the sorted documents that we have received from the management company and land titles. The Review includes the name and contact number of the consultant for any questions.

How to get the documents to CondoFirstReview...

The address for delivery is on the back page of this brochure along with a map. We will keep them for two weeks before we shred them unless you request to hold them for a later pickup date. Or you can email the documents to carol@condofirstreview.com.