



4 - 1080 Clay Avenue
 Burlington, Ontario L7L 0A1
 www.tagmanagement.ca

Phone: 905.333.5506
 Email: mail@tagmanagement.ca

STATUS CERTIFICATE REQUEST FORM

**This form MUST BE COMPLETED IN ITS ENTIRETY before preparation commences.
 PLEASE PRINT CLEARLY.**

Date: _____

Condominium Corporation #: _____ Level #: _____ Unit #: _____

Parking Level #: _____ Parking Unit #: _____ Locker Level #: _____ Locker Unit #: _____

Municipal Address: _____

Requested by: _____ Phone #: _____

Address: _____

Please check one:

- Vendor Purchaser Mortgage Co. Vendor Representative Purchaser Representative

Vendor's Name: _____

Vendor's Signature: _____

Solicitor's Name: _____ Phone #: _____

Purchaser's Name: _____

Solicitor's Name: _____ Phone #: _____

Certificate required for: Sale Refinancing

Closing Date: _____ Fee: \$100.00 CAD HST #: 105380588 RT0001

*****REFER TO PAGE 2 FOR FURTHER INFORMATION – SIGNATURE REQUIRED*****

FOR OFFICE USE ONLY

Common Element Fees	F:	P:	L:	Year End:
Arrears				
Reserve Fund Balance				As of:
Reserve Fund	Surplus:		As of:	Deficit: As of:
Reserve Bal. at Y/E				
Reserve Fund	Contributions:			Expenditures:
# of Leased Units				Acc. Manager:
New Fiscal Year				Commencing:

*****TURN OVER TO PAGE 2*****



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GENERAL INFORMATION

- Section 76, (3) of the Condominium Act, 1998 states: “The Corporation shall give a status certificate within 10 days after receiving a request and payment of the fee charged by the Corporation for it.”
- The fee is \$100.00 inclusive of taxes and is payable to TAG MANAGEMENT. Payment must be submitted with the completed request form.
- Due to a large number of NSF payments, personal cheques are not accepted. Methods of payment are cash, certified cheque or money order. Law firm cheques will be accepted.
- Unless otherwise instructed, the Certificate will be issued to the person making the request.
- **Certificates will not be mailed.** Delivery of Certificates by courier must be arranged and paid for by the individual making the request.
- **Real estate agents and solicitors are fully aware of the 10-day notice period required for the issuance of a status certificate. Please do not call requesting early delivery of your certificate. Should the certificate be available sooner you will be notified.**
- Once a certificate has been issued, it will not be possible to provide any verbal or written updates. The information contained in the certificate is valid as of the date of requested prior to closing. If the solicitor deems it necessary, a new Certificate may be requested prior to closing.
- Unit owners who have elected to have their common element fee payments made by pre-authorized debit are reminded that a written request must be received by the management company prior to the 15th day of the preceding month in order to have this service terminated. Requests can be emailed at mail@tagmanagement.ca, attention Accounts Receivable. A \$25.00 administration charge will apply to any account that requires a cheque to be issued to close an account. **THIS INFORMATION IS REQUIRED TO BE PROVIDED TO THE VENDORS’ REPRESENTATIVE.** We thank you for your assistance and co-operation.

I have read, understood and agree to the above.

Person Requesting Certificate

The information contained in the status certificate is privileged and confidential and intended only for the use of the individual who requested it and paid the requisition fee. If you are not the intended recipient, you are hereby notified that any distribution, copying, disclosure or taking of any section in reliance on the contents of this status certificate is strictly prohibited and review by any individual other than the intended recipient shall not constitute waive or privilege.