



# ASSET WEST

PROPERTY MANAGEMENT LTD.

## ESTOPPEL CERTIFICATE REQUEST FORM

(Email to: [spadmin@assetwest.com](mailto:spadmin@assetwest.com))

Please complete this form in order to process your request promptly. **(Please Print)**

Date Requested: \_\_\_\_\_

**Requesting Firm:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Province:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Current Owner/s:** \_\_\_\_\_

**Unit #** \_\_\_\_\_ **Legal #** \_\_\_\_\_ **Condominium Plan #:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**New Owner/s:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

Will the new owner be residing at the property address? **Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**Possession Date:** \_\_\_\_\_

If possession date is the 1st of the month, who will be paying the condominium fee? **Vendor:** \_\_\_\_\_ **Purchaser:** \_\_\_\_\_

<b>Estoppel Pricing:</b> (Please circle one):	Regular Service (Maximum 10 business days)	<b>\$210.00</b>
	Rush Service (Maximum 3 business days)	<b>\$315.00</b>

Please note: Prices above include 5% GST GST Reg No 873374110RT0. We accept Cheques or Money Orders for all document requests. Please make Cheques payable to: **Asset West Property Management Ltd.**

### THE FOLLOWING IS FOR OFFICE USE ONLY

Document Payment Received? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Cheque #:** \_\_\_\_\_ **By (initial):** \_\_\_\_\_

Monthly Condo Fee Assessment: \$ \_\_\_\_\_ as of (date): \_\_\_\_\_

#### **Amounts Outstanding:**

Condominium Fee: \_\_\_\_\_

Late Charges: \_\_\_\_\_

Special Assessment: \_\_\_\_\_

Caveat/Legal Costs: \_\_\_\_\_

Charge Backs/Fines/Arrears: \_\_\_\_\_

Caveat on Property? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Late Charges: \_\_\_\_\_

Total Amount owing for Clear Estoppel: \_\_\_\_\_

*\*Cost effective results through professionalism & ethical standards\**

#### **Canmore Office**

#203, 729 – 10th Street . Canmore, Alberta . T1W2A3  
**Tel: (403) 678-3000 . Fax: (403) 678-0039**

#### **Calgary Office/ Brokerage Office**

204, 1212 – 1<sup>st</sup> Street SE . Calgary, Alberta . T2G 2H8  
**Tel: (403) 290-1912 . Fax: (403) 246-7998**

[www.assetwest.com](http://www.assetwest.com)