Condo Seller's Document Checklist

Many conditional condo sales fall apart over something in the condo documents. Gather everything on this list before you list, review it for red flags, and attach it to your listing on day one. Buyers can then do their homework before they write an offer, with no “subject to condo document review” condition.

1. From the condo corporation or property manager

- ☐ **Information statement**
  The corporation's summary of the building. Buyers start here.
- ☐ **Approved budget and fee schedule**
  Shows the monthly fee for your unit and what it pays for.
- ☐ **Audited annual financial statements**
  The most recent year. Check that the audit opinion is clean.
- ☐ **Latest monthly financial statement**
  Shows current cash, spending and arrears since the last audit.
- ☐ **Reserve fund study and any updates**
  The long-range repair plan and what it assumes will be spent each year.
- ☐ **Reserve fund plan and annual reserve reports**
  The board-adopted plan, and how actual spending compares to it.
- ☐ **Board meeting minutes, last 12 months**
  Every meeting. Buyers look for leaks, repairs, lawsuits and special assessments.
- ☐ **AGM and general meeting minutes, last 12 months**
  Approved minutes, or the latest draft if approval is pending.
- ☐ **Registered bylaws and every amendment**
  Includes pets, rentals, age restrictions and renovation rules.
- ☐ **Rules, policies and procedures**
  House rules, moving, renovation and fine policies.
- ☐ **Engineering and professional reports**
  Roof, envelope, mechanical and inspection reports since the last reserve study.
- ☐ **Management agreement**
  The current signed contract with the property manager.
- ☐ **Insurance certificate and policy**
  Check the expiry date and the deductibles owners may have to pay.
- ☐ **Standard insurable unit description**
  Defines what the building policy covers inside your unit.
- ☐ **Recreational agreement, post-tensioned cables, technical analysis**
  Get a copy, or written confirmation that none exists.

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2. From you, the seller

- [ ] **Land title certificate**
  Confirms ownership and lists registrations on title.
- [ ] **Condominium plan**
  Shows your unit, parking stall and storage locker numbers.
- [ ] **Parking and storage assignment**
  Any lease or exclusive-use agreement for your stall or locker.
- [ ] **Property tax notice**
  The current year's assessment and taxes.
- [ ] **Floor plan and RMS measurement**
  Required for MLS listings in Alberta.
- [ ] **Chargeback or fine notices**
  Anything the corporation has charged you, or written confirmation of none.
- [ ] **Notices from the corporation**
  Every letter or notice you receive, from listing day until possession.

3. At closing

- [ ] **Estoppel certificate**
  Ordered from management for possession day. Confirms your fees are paid up.

Review it with AI before you list

Upload the PDFs to Claude or ChatGPT and paste this prompt:

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I am selling a condo in Alberta. The attached PDFs are the condo corporation's documents. 1) List every red flag a buyer or their lawyer would question. 2) List every open, closed and still-unresolved item in the minutes. 3) Compare the reserve fund study to actual spending in the financial statements. 4) List any document that is missing, out of date or unreadable. 5) Write a one-page summary I can attach to my listing.
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Answer the hard questions up front. For every open item the review finds (a roof project, water damage, a coming special assessment, a bylaw vote), have the document that explains it ready. You make it easy to buy, and easy buys sell faster at better prices.

Document list based on section 8.2 of the AREA Residential Resale Condominium Property Purchase Contract and Alberta's Condominium Property Regulation. This checklist is general information, not legal advice. Ask your lawyer which documents apply to your sale.

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