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# *Strata Documentation*



The following will serve as an example of what would normally be required if a sale were to occur regarding strata condominium units. Your offer would normally be “subject to” you obtaining this information.

- a) **Minutes** – 24 months strata council meetings, annual general meeting(s), extraordinary meeting(s), special general meeting(s), and meetings of the executive or the members of any section to which the strata lot belongs.
- b) Information Certificate (**Form “B”**) to which must be attached copies of the Rules (formerly called regulations), the current budget, and for new properties, the developer’s Rental Disclosure Statement.
- c) Current **bylaws** of the strata corporation and any section to which the strata lot belongs.
- d) Current **Financial Statements** of the strata corporation and any section to which the strata lot belongs.
- e) The registered **strata plan**, any amendments, and any resolutions dealing with changes to common property.
- f) **Property Disclosure Statement:** Strata-Title Properties. Your realtor will provide you with this form.
- g) Information about any additional fees charged by the strata corporation, over and above the monthly strata fee, for parking, storage or other features.
- h) Information regarding any building warranty that may be applicable.
- i) Municipal occupancy permits and/or final inspection permits for new residences.
- j) Correspondence to owners from the Strata Council over the last twelve months.
- k) Building envelope inspection reports or remediation reports, if any.

**The preceding documents can be obtained in most cases from the strata property manager or from the strata council president. Owners have the right to obtain these records or can authorize their Realtor to do so.**