

STATUS CERTIFICATE REQUEST

Date of Request: _____ Corporation No. _____

Payment Received: Cash _____ Cheque _____ E-transfer _____

Requested By: _____ Phone: _____

Condominium Address (Including Unit No.): _____

Vendor: _____

Purchaser: _____

Closing Date: _____

(If a date is not provided at time of request it is to be supplied as soon as it is known by the requestor.)

Vendor or Purchaser's Lawyer: _____

Requested format: Electronic

By selecting "electronic" format, you agree to receive the requested records by email.

Name & Email of Person to receive Electronic copy _____

All emailed status certificates are sent with a DropBox Link that has an expiry date. If the information is not downloaded by the deadline, a new request will be needed at our updated status certificate rate of \$50.00. Also, please note that some email servers recognize these emails as SPAM so they may go to your junk folder.

Person requesting the status acknowledges that the \$100 fee is non-refundable.

Signature: _____

Please note that Guardian Property Management // Genedco Property Management Ltd. is obligated to make the necessary financial transactions to ensure that the condominium fees paid by the seller are terminated as of the closing date supplied. To this end, it is the direct responsibility of the **requestor** or his/her representative to notify Guardian Property Management // Genedco Property Management Ltd. Should the closing date for the property be delayed or should the sale not proceed. For your information, on receipt of a request for a Status Certificate and a closing date, Guardian Property Management // Genedco Property Management is responsible to update all internal financial tracking systems as well as terminating any electronic fund transfers or notifications to the banking system. Delays in notifying our office of changes to the initial requests result in unnecessary charges to Guardian Property Management // Genedco Property Management Ltd. as well as significant administrative work. Please be advised that effective immediately, failure to notify Guardian Property Management // Genedco Property Management Ltd. will result in administrative charges levied against the requestor.

Thank you for your cooperation.

Guardian Property Management // Genedco Property Management Ltd.