

Schedule "B"

Document Check List - New Construction

- ✓ Specifications of Unit
- ✓ Specifications of Common Property
- ✓ Current Corporation Bylaws
- ✓ Insurance Certificate
- ✓ Insurance Appraisal (if one exists)
- ✓ Capital Reserve Study (if available)
- ✓ Capital Reserve Plan (if available)
- ✓ If available, Most recent Balance Sheet, Income Statement (profit/loss statement)
- ✓ Proposed Operating budget and fee schedule
- ✓ Any Board or AGM minutes from the past year
- ✓ Registered or Proposed Condominium Plan
- ✓ Proposed Site Plan and Landscaping Plan
- ✓ A copy of any Restrictive Covenants, Leases, Easements or Agreements (if any exist)
- ✓ New Home Warranty Program
- ✓ A letter from the Management Company or Board, or Developer detailing any actions commenced against the Corporation, details of any unsatisfied judgement or court order against the Corporation (not mandatory, but is very helpful information)