

*Schedule "B"*

**Document Check List – Resale Unit**

- ✓ Current Corporation Bylaws
- ✓ A copy of any proposed bylaw changes (if any exist)
- ✓ Board Policies/Rules and Regulations (if any exist)
- ✓ Insurance Certificate
- ✓ Insurance Appraisal (if one exists)
- ✓ Capital Reserve Study
- ✓ Capital Reserve Plan
- ✓ Most recent Balance Sheet, Income Statement (profit/loss statement)
- ✓ Most recent Year End Financial Report
- ✓ Current budget and fee schedule
- ✓ Most recent Annual General Meeting Minutes
- ✓ One year of Board of Directors Meeting Minutes
- ✓ Registered Condominium Plan
- ✓ A copy of any Restrictive Covenants, Leases, Easements or Agreements (if any exist)
- ✓ A copy of any Special Assessment letter issued in the last 18 months (if any exist)
- ✓ A letter from the Management Company or Board 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)