ESTOPPEL REQUEST FORM

Fax or email this form back to our office and be sure to provide the effective date. Please note we only release the estoppel on the effective date you provide us. Please allow five (5) business days for regular documentation, and 48 hours for rush orders. You will be notified by telephone when the documents are ready for pickup.

Condominium Name or Address and Suite #: Titled Parking Stall(s) included in Unit Sale (if applicable):

Titled Storage Locker(s) included in Unit Sale (if applicable):

\*Please note: Titled parking and storage lockers sold concurrently with the unit will be included in the unit estoppel charge. Parking and storage lockers sold as stand-alone units will be subject to the full estoppel price.

Is the Estoppel Certificate for: Sale or Refinancing (Please check one)

Date of Estoppel Certificate to be issued: If closing date is on the 1st of the month, who will be paying the condominium fee:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REG:** | **RUSH** | **DOCUMENT** | **REGULAR** | **RUSH** |
|  |  | **Estoppel Certificate** | **$175.00** | **$200.00** |
|  |  | **Insurance Certificate** | **$25.00** | **$35.00** |

\*Please note: 5% GST will be added to these prices.

\*Payment is by cash, cheque or credit card (Visa or MasterCard). Please make cheques payable to Keystone Grey Corp.

PLEASE BE ADVISED THAT THE ESTOPPEL CANNOT BE RELEASED UNTIL WE HAVE THE NEW OWNER NAME AND ADDRESS: WILL THEY LIVE ON-SITE? Yes No

|  |  |
| --- | --- |
| **New Owner’s Name:** | **Phone:** |
| **Address:** | **Email:** |

SELLER’S LEGAL INFORMATION

Legal Owner’s Name: Company or Firm:

Address (including Postal Code):

Telephone Number: Date:

Fax Number: Email Address:

FOR OFFICE USE ONLY

MOVE OUT OLD OWNER

MOVE IN NEW OWNER

PULL POST-DATED CHEQUES /PAP REMOVED WELCOME PACKAGE SENT

CONDO SALES TRACKING FORM UPDATED

CURRENT A/R LEDGER

ACCOUNTANT SIGNS OFF:

DATE: