dspm | DOWNING STREET PROPERTY MANAGEMENT INC.

STATUS CERTIFICATE REQUEST FORM

Reason For Request *(check one)* ☐ **Purchase** ☐ **Sale** ☐ **Refinancing**

Condominium Corporation Number:	**Date:**	
Civic Address - Suite Number:	Level:	Unit:
Street Address:		
Locker(s) Number & Level: *if applicable*	Parking(s) Number & Level: *if applicable*	
Current Owner/Seller's Information:		
First Name:	Family Name:	
Co-owner First Name:	Co-owner Family Name:	
Applicant Information:		
First Name:	Family Name:	
Applicant's Full Address:		
Applicant's Telephone Number(s):		
Buyer's Full Name:		
Lawyer's Name:	Lawyer's phone#/email:	
Closing Date:		

✓ **Chose the Service Requested:**

- **Regular Service** (delivery up to 10 days) _____ **$100.00 (inclusive of HST)**
- **Express Service** (delivery up to 4 business days) _____ **$226.00 (inclusive of HST)**

I, the Applicant, acknowledge the fees payable to Downing Street Property Management Inc. attached to this request.
Applicant to Initial here: _____

✓ **When the Status Certificate is ready, please contact :** _____

✓ **The preparation of Status Certificates may take up to TEN (10) days from the receipt of full payment and Request Form submission, unless you have selected and paid for Express Service at the time of submission.**

✓ **Upon final closing, Management Office must receive official notification of transaction from the lawyer's office to update the unit's files accordingly.**

✓ **New owners should submit a statistical form when they move in to ensure they receive all correspondence**

All of the above information is correct, understood and accepted.

Print your name here: _____ **Date** _____

Applicant's Signature: _____

50 Nimacor Avenue, Vaughan, Ontario L4K 4Z9
Phone 905.851.1717 **Toll Free** 1.800.361.0144 **Fax** 905.760.8636

For Condominium Manager or Administrator to complete

C.E.A. Arrears:	Reason:
Hydro Arrears:	Reason:
Water Arrears:	Reason:
Gas Arrears:	Reason:
Current Legal Procedures: Yes No	Section 98 Agreement: Yes No
Common Element Credits:	Reason:
Current C.E.A.:	Due On:
Other (i.e. Damages, etc.):	Reason:
Current Reserve Fund Amount	

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