

STATUS CERTIFICATE REQUEST FORM

Date: _____

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY (or it won't be processed) & EMAIL TO: status@novopm.ca

Status Certificate Requestor's Information:

First Name: _____ Last Name: _____

Email Address: _____ (Status Certificate will be emailed to this address)

Telephone Number (Cell): _____

Status Certificate for Building Address: _____ Unit: _____

Locker(s) Number and Level: _____ Parking(s) Number and Level: _____

Reason for Status Certificate Request: (check one): Sale Refinancing Other: _____

Has the Unit already been sold? Yes or No | If yes, Legal Name of Purchaser: _____

Closing Date (if applicable): _____ (day) _____ (month) _____ (year)

Purchaser's Tel #: _____ Purchaser's Email: _____

Purchaser's Lawyer Name: _____ Telephone Number: _____

Payment for Status Certificate:

Option 1:

- a) Interact email transfer \$100.00 to status@novopm.ca for regular **ten (10)** day service.
- b) Interact email transfer \$200.00 to status@novopm.ca for expedited **five (5)** day service.
- c) Interact email transfer \$250.00 to status@novopm.ca for expedited **two (2)** business day service.

Option 2: Deliver a bank draft or certified cheque (payable to: **Novo Property Management Inc.**) to:

#201A – 7895 Tranmere Drive, Mississauga, Ontario, L5S 1V9

Upon receipt of payment, the status certificate will be prepared and emailed to you.

Attention Buyers & Sellers: Upon final closing, Management Office must receive a completed Pre-Authorized Payment form for condo fees and official notification of the transaction from the buyer's and/or seller's lawyer via email to: info@novopm.ca

OFFICE USE ONLY (DO NOT COMPLETE):

Payment received on: \$ _____ on _____ Status Due on: _____

*Common Expense Arrears: \$ _____

*Common Expense Fees: \$ _____ Due on: _____

Prepaid Common Expenses Fees: \$ _____ Fiscal Year End: _____