

## CHECKLIST FOR ALL STRATA PROPERTIES

The following checklist applies to all strata properties, old or new. This checklist does *not* address the specific, extra requirements that govern a developer in the sale of a new strata property from the developer to the first Buyer.

Members who participate in a sale by the developer to the first Buyer should refer to *Part 3, The Owner Developer* in the *Strata Property Act* for information about the developer's obligations under the Act.

Effective July 1, 2000, members who list a strata property will need the following:

- Minutes – 12 months minimum (preferably 24 months) – strata council meetings, annual general meeting(s), extraordinary meeting(s), special general meeting(s), and meetings of the executive or the members of any section to which the strata lot belongs. Request written verification from the strata property manager, the strata council or, if a section exists, the executive of the section, that the information received represents **complete** copies of minutes requested.
- Information Certificate (Form "B") to which must be attached copies of the Rules (formerly called regulations), the current budget, and the developer's Rental Disclosure Statement, if any (Note: the information in the Certificate and its attachments are only current to the date of the Certificate).
- Current by-laws of the strata corporation and any section to which the strata lot belongs (includes information such as parking entitlements and vehicle restrictions, pet restrictions, age and children restrictions, rental restrictions, barbecue restrictions, etc.)
- Current financial statements of the strata corporation and any section to which the strata lot belongs.
- A copy of the registered strata plan, any amendments, and any resolutions dealing with changes to common property.
- Property Disclosure Statement: Strata Title Properties
- Information about any additional fees charged by the strata corporation, over and above the monthly strata fee, for parking, storage or other features.
- Information regarding any building warranty that may be applicable.
- Municipal occupancy permits and/or final inspection permit.
- Strata Depreciation report if available.