

# BALASUNDERAM LAW OFFICE

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## STATUS CERTIFICATE CHECKLIST

The corporation giving a status certificate for a unit must include the date it was made and the following:

- Common expenses for the unit and any default on payment of expenses
- Increase in expenses for the current year and reasons for such increase
- Any assessments made against a unit, since obtaining the new budget for the current year, to increase contribution to the reserve fund and the reasons for it
- Corporation's address for service
- Corporation's directors and officers names and addresses for service
- Copy of current Rules of the corporation
- Copy of applications to amend a declaration for which the court has not made an order
- Outstanding judgments and status of legal actions to which the corporation is a party
- Copy of the budget for current year, the last annual audited financial statements, and the auditor's report on these statements
- List of current agreements between the corporation and another corporation or owner of the unit
- Whether the person requesting the status certificate has rights in the above agreements
- Whether there is compliance with current agreements concerning the unit
- The most recent reserve fund study and any updates in connection with the reserve fund; the amount in the fund at end of the month (within 90 days of status certificate date); any plans to increase the fund
- Improvements in the common elements, changes in assets and service of corporation that are substantial, and which the board proposed but has not yet implemented, including a statement as to the purpose ;
- Number of units leased during the current year preceding the status certificate date
- Certificate or memo of insurance for each unit; a copy of the current insurance policy
- The amounts that the Condominium Act, 1998 requires to be added to common expenses for the unit
- Whether or not the Ontario Superior Court of Justice has made an order appointing an inspector or administrator
- All other materials as required by regulations under the Condominium Act, 1998

**DISCLAIMER:** This document is meant for general information purposes only and is not intended to be a substitute for you reading the status certificate and having it reviewed by a lawyer. Please feel free to contact the **BALASUNDERAM LAW OFFICE** for further information.