



Document Request Form

Office Address and Contact Information:

Gateway South Centre (CCN 0614475)
11811 Lake Fraser Drive SE
Calgary, Alberta, T2J 7J4

Phone: 403-200-1422
Website: gatewaysouthcentre.shiftsuite.com

REQUESTER INFORMATION

Suite Number: Parking Number:
(if applicable)

Requesting Firm/
Agent / Owner
Name:

Contact Name:
(if applicable)

Phone Number: Requester Email:

Date of Request:

PURCHASER INFORMATION

Purchaser Name:

Vendor Name:

Purchaser
Phone Number: Purchaser Email:

Effective date of
sale:

Condominium Fees for Month of Sale to be paid by: Vendor OR Purchaser

Document	Free Download	Standard Fee	Check Applicable	Expedited Fee	Check Applicable
Estoppel Certificate	N/A	\$200		\$300	
Information Statement	N/A	\$100		\$150	
Insurance Certificate	✓	\$10		\$30	
Insurance Policy	✓	\$10		\$30	
Current Standard of Insurable Unit - description	✓	\$10		\$30	
Currently Self-Directed Management (2018) No Management Agreement	N/A	N/A		N/A	
Current operating budget	✓	\$10		\$30	
Current audited financial statement	✓	\$10		\$30	
Corp. bylaws	✓	\$10		\$30	
Current fiscal year minutes (Board and AGM - Jan to Dec)	✓	\$10		\$30	
Owners Guide Consolidation of Rules & Policies	✓	\$0		\$0	
Reserve study with current fiscal plan	✓	\$10		\$30	

*Free download is available at the owner's portal login page at <https://gatewaysouthcentre.shiftsuite.com>

**Standard Fee is provided within 10 days or less after the closing date of sale

***Expedited Fee is provided within 3 days or less after the closing date of sale

Please email gm@gatewaysouthcentre.com this completed Document Request Form or drop off in person to our Site Office Documents can be released with payment confirmation. Payment can be made by:

1. Owner emailing authorization to collect document fees via EFT with their condo fees (on the first of the following month); or
2. A cheque made payable to CCN 0614475
-Cheques can either be dropped off at the on site office (hours on left) or mailed via regular post indicating C/O SITE OFFICE on the address.

On Site Office hours:

Tuesday and Thursdays:
12:30 pm to 6:30 pm

First and last Saturdays of the month
10:00 am - 4:00 pm