



Buying or Selling a Condo? We can help!

Who we are:

[Condo Clear Services Inc.](#) is the first and only [BC Financial Services Authority](#) licensed brokerage, specializing in reviewing and summarizing strata documents for buyers and Realtors. With over 30 years of hands-on experience managing strata corporations, our team offers unparalleled insights into the daily challenges and broader issues facing strata corporations. We don't just review the documents, we are committed to ensuring buyers and Realtors have the information and knowledge they need to make well-informed decisions about their strata-titled real estate investments.

How we can help:

Due diligence when buying or selling a condo means reviewing 200 – 400 pages or more of meeting minutes, financial statements, depreciation reports, and other documents. We can help save you time, reduce liability, and help ensure a successful transaction by reviewing these documents and providing you with the important information and insights in a simple, easy-to-read summary. We are also available by phone or email to answer questions and provide clarification.

What we offer:

We offer three (3) levels of service to suit your individual needs:

1. Document Check (\$75 + tax):

- We sort the documents and put them in an easy to reference format,
- Check to see if everything has been provided,
- Provide a list of any missing documents,
- Update the file as new documents are provided to us; and,
- Provide you with a link that can be shared with any potential buyers.

Over 95% of the document packages we receive are missing important information. This option is ideal for sellers and listing Realtors that want to ensure the documents provided to potential buyers are complete.

2. Buyers Review – Level 1 (\$325 + tax)

Includes review and summary of:

- Form B
- Financials
- Depreciation Report
- Insurance Certificate
- Bylaws/Rules
- Strata Plan/Form V
- AGM minutes (Two Years)

This option is best suited for a buyer that would like help understanding the financial status of the strata, including the Depreciation Report, and what that might mean for them specifically.



3. Buyers Review – Level 2 (**\$445 + tax**)

Includes review of everything included in the Level 1 Review plus:

- Council Minutes (Two years)

This option is best suited for buyers that would like to have a full view of the strata corporation or sellers that would like to ensure that all available details are provided to potential buyers to help facilitate a smooth transaction and avoid surprises which may jeopardize completion of the sale.

Section Buildings – Due to the additional work involved and the duplication of many of the documents (Financials, Depreciation Report, Minutes, etc.) an additional fee of **\$85 + tax** (Seller's Review & Level 1 Review) or **\$115 + tax** (Level 2 Review) applies to sectioned buildings.

Timeframe – Reviews are typically completed within **2-5 business days**. Rush services may be available for quicker turnarounds (within 48 hours or during weekends/holidays) for an additional cost of **\$145 + tax**.

Size – Reviews are capped at a maximum of **400 pages**. If there is a need to review additional pages and/or documents, an additional charge will apply.

In addition to the above, we can also review the following documents for an additional charge (billed hourly at \$115/hr):

- Engineering Reports
- Warranty Submissions
- Warranty Certificate(s)
- Disclosure Statements

Condos in B.C.:

For those that are not continually immersed in strata law, governance, management, etc., it can be difficult to stay up to date with the various factors involved. Industry standards are continually evolving, as well as the statutes which govern strata living. This legislation goes beyond the Strata Property Act and includes the Human Rights Act, the Private Information Protection Act, the Employment Standards Act and the Residential Tenancy Act just to name a few.

Once you have received and studied the review package, we are available to answer questions and provide the necessary guidance to help ensure a high level of comfort with the sale.

Thank you for your interest,
Condo Clear Services Inc.