

Vernon Condo Strata Checklist

Take this to every viewing. Ask for these documents before you remove subjects on an offer.

DOCUMENTS TO REQUEST

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| ☐ Form B Information Certificate | ☐ Bylaws and rules (latest version) |
| ☐ Last 2 years of strata council & AGM minutes | ☐ Strata insurance certificate & deductibles |
| ☐ Current budget and financial statements | ☐ Engineering or building envelope reports |
| ☐ Depreciation report (and any updates) | ☐ Strata plan, parking & storage assignment |

MONEY QUESTIONS

- ☐ **Strata fee:** what it covers (heat, hot water, gas?), and how it compares with similar buildings
- ☐ **Contingency reserve fund:** balance and yearly contribution; healthy for the building's age?
- ☐ **Special levies:** any past, current or proposed? Who pays a levy approved before completion?
- ☐ **Fee increases:** any planned in the next budget?
- ☐ **Insurance deductible:** how much, and does my own policy cover it?

BUILDING QUESTIONS

- ☐ **Big-ticket repairs coming up:** roof, envelope, windows, elevators, parkade, plumbing
- ☐ **Water leaks or envelope problems** mentioned in the minutes
- ☐ **Lawsuits** or disputes involving the strata corporation
- ☐ **Self-managed or property-managed?** Who to contact

BYLAWS THAT AFFECT YOU

- ☐ **Rentals:** allowed? Any cap or wait list? **Short-term rentals** (Airbnb-style) allowed?
- ☐ **Pets:** number, size and type limits
- ☐ **Age restrictions** (for example 19+ or 55+)
- ☐ Renovation, flooring, BBQ and parking rules

Notes on this building:

Sean Phillips, REALTOR® · Coldwell Banker Executives Realty, Vernon, BC · Text 236-599-5898 · Questions 24/7: Sarah, my AI assistant, 604-227-4810 · realestatevernon.ca/vernon-condos-buyers-edge

General information only, not legal or financial advice. Have your lawyer or notary review strata documents. Not intended to solicit buyers or sellers already under contract with another brokerage.