



GPM PROPERTY MANAGEMENT INC.

Status Certificate Request Instructions

1. ONLINE - CONDUIT

Visit www.statuscertificate.com and complete the Order Certificate steps.

A fee of \$100 is charged as per the Condominium Act with an additional fee of \$28.25 (exclusive of HST), for a total of \$131.92 for the convenience of requesting online.

Once we receive and process your online request, you will be notified through email that the Status Certificate is ready for download.

To better assist you, we also offer an expedited service where we can provide you with your Status Certificate for download within just 3 business days at an additional cost of \$75 (inclusive of HST).

2. IN PERSON

A Status Certificate can be obtained in person by completing the form on the next page and emailing the information to statuscert@gpmmanagement.com or faxing the information to 905-669-0228.

Note: In your email or fax request, please include your property address, owner(s) name, buyer(s) name, closing date and contact of the person picking-up the Status Certificate.

A fee of \$100 (inclusive of HST) is charged as per the Condominium Act upon pick-up at Head Office. Payment can be made by either cash, money order or a certified cheque payable to GPM Property Management Inc. The standard preparation time is 10 business days.

To better assist you, we also have an option for expedited service at an additional cost of \$75 (inclusive of HST) where we promise to process your request within 3 business days.

Our Head Office is located at:

242 Applewood Crescent, Unit 5
Concord, Ontario
L4K 4E5

Tel: 905-669-0222
Fax: 905-669-0228



Status Certificate Form

Owner's Name * _____

Owner's Phone Number _____

Buyer's Name _____

Buyer's Phone Number* _____

Name Of Agent _____

Email Address* _____

Property Address* _____

Unit Number* _____

City _____

Postal Code _____

Purpose Of Request _____

Unit For Sale?

Refinancing?

Expedited Certificate Or Standard* indicate which applies:
Expedited (3 business days fee \$175) _____

Standard (10 business days fee \$100) _____

Number of Agent _____

Closing Date _____

Other Information: _____

Name of Person Picking Up Certificate _____

Telephone Number of Person Picking Up Certificate _____

email this form to statuscert@gpmmanagement.com or
fax the information to 905-669-0228 or
mail it to Our Head Office which is located at:

242 Applewood Crescent, Unit 5
Concord, Ontario
L4K 4E5