Before you buy a condo, *read the building.*

The ten co-ownership documents to request under Law 16, what each one tells you, and the red flags to look for before your document review condition expires.

INSIDE

DID YOU KNOW?

As a buyer, you are entitled to your own broker: someone who works for you and reads these documents with you.

In most resale transactions listed on Centris, your broker is paid from the commission the seller has already agreed to. Having your own representation costs you nothing directly.

The listing broker works for the seller. If you have no broker of your own, they owe you fair treatment, not advice on price, conditions or the building's documents.

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HOW TO USE IT

01
Make the offer conditional.
Your promise to purchase should include a condition to review the co-ownership documents. If the syndicate certificate is not ready yet, leave room for the syndicate's 15 days.

02
Request the list below.
Your broker asks the seller's broker. Documents you request directly from the syndicate are at your expense (art. 1068.2 C.c.Q.).

03
Tick and date each one.
A document older than its required update cycle is a question, not a formality.

☐ 01

Syndicate certificate

Attestation du syndicat

RECEIVED ____________

WHAT IT IS

A standard summary the syndicate must deliver within 15 days of the owner's request (art. 1068.1 C.c.Q.). Since August 14, 2025, the seller must give it to the buyer. It covers the contingency fund against the study, fees for the past 3 years, surpluses and deficits, budget, insurance, work done and planned over 10 years, claims and litigation.

WHAT TO LOOK FOR

- The date. It should be recent and issued for this sale.
- Any gap between the fund balance and what the study recommends.
- Planned work with no funding source beside it.
- Anything written under litigation or claims.
- Sections left blank or marked "not available".

☐ 02

Contingency fund study

Étude du fonds de prévoyance

RECEIVED ____________

WHAT IT IS

A professional projection of major repairs and replacements to the common portions, with a recommended yearly contribution. Renewed at least every 5 years. Existing buildings have until August 15, 2028 to obtain their first one.

WHAT TO LOOK FOR

- Work due in the next 5 years and its cost: roof, masonry, windows, balconies, elevator, garage slab.
- Recommended yearly contribution against what the budget collects today. The difference is paid later, through higher fees, a special assessment, or both.
- Who signed it: a member of a designated professional order, independent from the building.
- No study yet: ask when it is booked, and budget for higher fees once it arrives.

> TIP Your share of a shortfall: multiply it by your unit's relative value in the declaration. A $600,000 gap at a 1.8% share is $10,800.

☐ 03

Maintenance log

Carnet d'entretien

RECEIVED ____________

WHAT IT IS

The schedule and record of inspections and maintenance on the common portions, looking 25 years ahead. The board must update it at least once a year. Same 2028 deadline as the study.

WHAT TO LOOK FOR

- Whether it has been updated since it was drafted, or is still a template.
- Components with less than 5 years of remaining life.
- Maintenance recommended but not done. Deferred maintenance becomes replacement cost.
- Consistency with the study: major work in the log should appear, with a cost, in the study.

☐ 04

Declaration of co-ownership

Déclaration de copropriété

RECEIVED ____________

WHAT IT IS

The building's founding document, registered at the land registry. It has three parts: the constituting act (destination of the building, relative values, voting), the by-laws, and the description of the fractions. Ask for any registered amendments too.

WHAT TO LOOK FOR

- Destination: residential only, and any limits on short-term rentals or working from home.
- Your relative value (quote-part). It sets your share of fees, special assessments and votes.
- Limited common portions (balcony, terrace, parking, locker) and who pays for their repair.
- Parking and locker status: a separate lot with its own cadastral number, a limited common portion, or a right of use. They are not equivalent at resale.
- Amendments voted at a meeting but not yet registered.

☐ 05

By-laws of the immovable

Règlement de l'immeuble

RECEIVED ____________

WHAT IT IS

The day-to-day rules of the building. Part of the declaration, but they can be changed by a majority vote at a meeting, so check the latest version.

WHAT TO LOOK FOR

- Renovation rules, especially flooring soundproofing and approval before work starts.
- Rentals: minimum lease length, notice to the syndicate, short-term bans.
- Pets, barbecues, EV charging, move-in fees and schedules.
- Read them against your own plans before you remove the condition, not after.

☐ 06

Minutes of meetings

Procès-verbaux des assemblées

RECEIVED ____________

WHAT IT IS

The last 2 to 3 years of general meetings of co-owners and, where available, board meetings. The certificate is the board's summary; the minutes show what owners actually debated. I read them first.

WHAT TO LOOK FOR

- The same issue in three sets of minutes in a row: water infiltration, garage slab, roof, balconies.
- Contractor quotes presented but never voted.
- Any mention of a special assessment, whether voted, discussed or "to come".
- Disputes with the developer, a co-owner or the manager.
- Meetings without quorum, and frequent turnover of the board or manager.

☐ 07

Financial statements and budget

États financiers et budget de l'année

RECEIVED ____________

WHAT IT IS

Ask for the last 3 years plus the current budget: what the syndicate collected and spent, and what it plans to collect this year. Three years show the trend; one year hides it.

WHAT TO LOOK FOR

- Operating deficits two years running.
- Contingency fund money used to pay regular operating costs.
- Fees unchanged for years in an older building.
- Large legal fees, or a large "other" line.
- Unpaid fees owed by co-owners, and a sharp jump in the insurance premium.

☐ 08

Insurance certificate and self-insurance fund

Certificat d'assurance et fonds d'autoassurance

RECEIVED ____________

WHAT IT IS

The syndicate's policy on the building, its deductibles, and the fund set aside to pay them.

WHAT TO LOOK FOR

- The highest deductible (often water damage) and the number of recent claims.
- Self-insurance fund against the highest deductible, earthquake and flood excluded. While the fund is at 50% of it or less, the syndicate must add 50% of that deductible every year.
- Then call your own insurer. Your policy should cover the syndicate's deductible, which can be claimed from you if you are responsible for the damage.

☐ 09

Reconstruction cost appraisal

Évaluation du coût de reconstruction

OPTIONAL, GOOD TO HAVE

RECEIVED ____________

WHAT IT IS

A chartered appraiser's estimate of what it would cost to rebuild. Required at least every 5 years so the building is insured for the right amount (art. 1073 C.c.Q.).

WHAT TO LOOK FOR

- Dated within the last 5 years.
- The insured amount on the policy matches the appraisal. If the building is underinsured, owners carry the gap after a major loss.

☐ 10

Description of the private portions

Description des parties privatives

OPTIONAL, GOOD TO HAVE

RECEIVED ____________

WHAT IT IS

Describes the standard finishes of the units, so that improvements can be told apart after a claim. The syndicate keeps it in its register.

WHAT TO LOOK FOR

- Whether it exists at all.
- Upgrades beyond the description (floors, kitchen, bathroom) are yours to insure on your own policy.

Also from the seller

- ☐ Seller's declarations (OACIQ form), including the co-ownership section.
- ☐ Certificate of location for the unit.
- ☐ Confirmation that no condo fees or special assessments are owing.
- ☐ Current monthly fees and what they include: heating, hot water, air conditioning, parking.

Before you remove the condition

- ☐ Is the contingency fund below the study's recommendation? By how much, and what is your share?
- ☐ What major work is due in the next 5 and 10 years, and at what cost?
- ☐ Is a fee increase planned for next year?
- ☐ Is a special assessment voted, discussed or planned?
- ☐ Does your insurance quote cover the syndicate's deductible?
- ☐ Has the unit been inspected by a building inspector?

Don't sign an offer alone

If you are about to make an offer without a broker, you are entitled to one who works for you, and in most resale transactions it costs you nothing directly. I read the building's documents with you, draft the conditions and negotiate before anything is signed. Bring the listing and we will go through it together.

Already working with a buyer's broker? This offer is not intended to solicit buyers already under a brokerage contract.

BOOK A REVIEW SESSION

Delaram Farzin, Residential Real Estate Broker (Courtière immobilière résidentielle),
Groupe Sutton Centre-Ouest, real estate agency. General information, not legal advice.
Your notary reviews the title and documents before the deed. Updated September 2026.

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