
Standard Unit Definition Advisory Services

What is a “Standard Unit Definition”, and why is it important?

A Standard Unit Definition is a notional description of what parts of a typical condominium unit are to be maintained and insured by the Condominium Board.

This is important because the care, maintenance, and insurance coverage for all other parts of a typical unit is the responsibility of each owner.

The Standard Unit Definition for your development will detail exactly what the Condominium Board is and is not responsible for. This will reduce the risk for all parties because it creates certainty about who is responsible for what.



How can Suncorp help?

Suncorp has over thirty years of experience supporting condominium administration, including provision of Replacement Cost appraisals for insurance placement purposes, and development of Reserve Fund Studies.

Suncorp has also provided our expert advice to numerous jurisdictions in the development of legislation and regulations governing condominiums; because of this, Suncorp is uniquely qualified to assist you with developing your Standard Unit Definitions.

**Suncorp offers a specialized service to provide you with draft
Standard Unit Definitions, tailored to your condominium development.**

10665 Jasper Avenue, 14th floor
Edmonton, AB T5J 3S9
Ph 800-764-4454

E-mail: info@suncorpvaluations.com Website: www.suncorpvaluations.com

Victoria . Vancouver . Kelowna . Prince George . Edmonton . Saskatoon . Toronto . Montreal
Seattle . Milwaukee . Philadelphia

To arrange Standard Unit Definition advisory services, complete the following:

Condominium Information and Contact Person	
Name of Condominium:	
Condo. Registration Number:	
Name of Contact:	
Phone Number:	
Email Address:	
By signing below, you are authorizing Suncorp Valuations to provide this service:	
Date	Signature

Payment Information
Our fee for this service is \$500 + GST = \$525 . Please select your payment option:
<input type="checkbox"/> Cheque will be sent via regular mail
<input type="checkbox"/> e-Transfer, EFT, VISA or MasterCard *
<i>* If you would like to pay by VISA or MasterCard, please phone Kelly at 800-764-4454; payments by e-Transfer or EFT can be directed to finance@suncorpvaluations.com.</i>

Unit Specifications and/or Features
We will require a listing of unit specifications and/or features for your condominium. Please indicate your chosen method(s) for providing this information:
<input type="checkbox"/> Attached is a copy of the Developers Features List; and/or
<input type="checkbox"/> The Standard Features Checklist form included below has been completed.

Please send this completed form, along with the chosen features listing as indicated above, to:

AlbertaSUD@suncorpvaluations.com

Standard Features Checklist

GENERAL DESCRIPTION – Please provide a general description of typical units.

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WINDOWS	<input type="checkbox"/>	Excluded from the Standard Unit Definitions; or:
<input type="checkbox"/> Single Pane	<input type="checkbox"/>	Double Pane <input type="checkbox"/> Triple Pane
<input type="checkbox"/> PVC Frames	<input type="checkbox"/>	Wood Frames <input type="checkbox"/> Metal Frames
<input type="checkbox"/> Exterior Brick Mould	<input type="checkbox"/>	Interior Casing
<input type="checkbox"/> Other (specify):		

CEILINGS	<input type="checkbox"/>	Excluded from the Standard Unit Definitions; or:
<input type="checkbox"/> 1/2" Drywall	<input type="checkbox"/>	5/8" Drywall <input type="checkbox"/> Wood
<input type="checkbox"/> Ceiling Tiles	<input type="checkbox"/>	Suspended Tiles <input type="checkbox"/> Stipple
<input type="checkbox"/> Primer / Paint		
<input type="checkbox"/> Other (specify):		

WALLS	<input type="checkbox"/>	Excluded from the Standard Unit Definitions; or:
<input type="checkbox"/> 1/2" Drywall	<input type="checkbox"/>	5/8" Drywall <input type="checkbox"/> Primer / Paint
<input type="checkbox"/> Baseboards	<input type="checkbox"/>	Crown Mouldings
<input type="checkbox"/> Other (specify):		

DOORS	<input type="checkbox"/>	Excluded from the Standard Unit Definitions; or:
<input type="checkbox"/> Wood Solid Core	<input type="checkbox"/>	Wood Hollow Core <input type="checkbox"/> Metal – No Glass
<input type="checkbox"/> Metal – With Window	<input type="checkbox"/>	Patio Sliding Doors
<input type="checkbox"/> Other (specify):		

ELECTRICAL FIXTURES	<input type="checkbox"/>	Excluded from the Standard Unit Definitions; or:
<input type="checkbox"/> Light Fixtures	<input type="checkbox"/>	Wall Plates <input type="checkbox"/> Smoke Detectors
<input type="checkbox"/> CO Detectors	<input type="checkbox"/>	Electric Fireplace
<input type="checkbox"/> Other (specify):		

FLOORING TYPES		<input type="checkbox"/>	Excluded from the Standard Unit Definitions; or:	
<input type="checkbox"/>	Entrance			
<input type="checkbox"/>	Sheet Vinyl	<input type="checkbox"/>	Ceramic Tile	<input type="checkbox"/>
<input type="checkbox"/>	Hardwood	<input type="checkbox"/>	Laminate	
<input type="checkbox"/>	Other (specify):			
<input type="checkbox"/>	Kitchen			
<input type="checkbox"/>	Sheet Vinyl	<input type="checkbox"/>	Ceramic Tile	<input type="checkbox"/>
<input type="checkbox"/>	Hardwood	<input type="checkbox"/>	Laminate	
<input type="checkbox"/>	Other (specify):			
<input type="checkbox"/>	Dining Room			
<input type="checkbox"/>	Sheet Vinyl	<input type="checkbox"/>	Ceramic Tile	<input type="checkbox"/>
<input type="checkbox"/>	Hardwood	<input type="checkbox"/>	Laminate	
<input type="checkbox"/>	Other (specify):			
<input type="checkbox"/>	Living Room			
<input type="checkbox"/>	Sheet Vinyl	<input type="checkbox"/>	Ceramic Tile	<input type="checkbox"/>
<input type="checkbox"/>	Hardwood	<input type="checkbox"/>	Laminate	
<input type="checkbox"/>	Other (specify):			
<input type="checkbox"/>	Bathroom(s)			
<input type="checkbox"/>	Sheet Vinyl	<input type="checkbox"/>	Ceramic Tile	<input type="checkbox"/>
<input type="checkbox"/>	Hardwood	<input type="checkbox"/>	Laminate	
<input type="checkbox"/>	Other (specify):			
<input type="checkbox"/>	Bedroom(s)			
<input type="checkbox"/>	Sheet Vinyl	<input type="checkbox"/>	Ceramic Tile	<input type="checkbox"/>
<input type="checkbox"/>	Hardwood	<input type="checkbox"/>	Laminate	
<input type="checkbox"/>	Other (specify):			

PLUMBING FIXTURES		<input type="checkbox"/>	Excluded from the Standard Unit Definitions; or:	
<input type="checkbox"/>	Kitchen Sink	<input type="checkbox"/>	Bathroom Sink	<input type="checkbox"/>
<input type="checkbox"/>	Showers / Bathtubs	<input type="checkbox"/>	Water Heater	
<input type="checkbox"/>	Other (specify):			

HEATING, COOLING & A/C		<input type="checkbox"/>	Excluded from the Standard Unit Definitions; or:	
<input type="checkbox"/>	Wood Fireplace	<input type="checkbox"/>	Gas Fireplace	<input type="checkbox"/>
<input type="checkbox"/>	Hot Water Baseboard	<input type="checkbox"/>	Electric Baseboard	<input type="checkbox"/>
<input type="checkbox"/>	Air Conditioner	If yes, indicate type:		
<input type="checkbox"/>	Other (specify):			

APPLIANCES		<input type="checkbox"/>	Excluded from the Standard Unit Definitions; or:	
<input type="checkbox"/>	Refrigerator	<input type="checkbox"/>	Oven/Stove Combo	<input type="checkbox"/> Wall Oven
<input type="checkbox"/>	Cooktop Stove	<input type="checkbox"/>	Microwave	<input type="checkbox"/> Dishwasher
<input type="checkbox"/>	Clothes Washer	<input type="checkbox"/>	Clothes Dryer	<input type="checkbox"/> Stacking Washer/Dryer
<input type="checkbox"/>	Garburator	<input type="checkbox"/>	Freezer	
<input type="checkbox"/>	Other (specify):			

CABINETRY / COUNTERTOPS		<input type="checkbox"/>	Excluded from the Standard Unit Definitions; or:	
<input type="checkbox"/> Kitchen Cabinets				
<input type="checkbox"/>	Particle Board	<input type="checkbox"/>	Wood (specify type):	
<input type="checkbox"/>	Other (specify):			
<input type="checkbox"/> Kitchen Counters				
<input type="checkbox"/>	Laminate	<input type="checkbox"/>	Granite	<input type="checkbox"/> Marble
<input type="checkbox"/>	Engineered Stone	<input type="checkbox"/>	Tile	
<input type="checkbox"/>	Other (specify):			
<input type="checkbox"/> Bathroom Cabinets				
<input type="checkbox"/>	Particle Board	<input type="checkbox"/>	Wood (specify type):	
<input type="checkbox"/>	Other (specify):			
<input type="checkbox"/> Bathroom Counters				
<input type="checkbox"/>	Laminate	<input type="checkbox"/>	Granite	<input type="checkbox"/> Marble
<input type="checkbox"/>	Engineered Stone	<input type="checkbox"/>	Tile	
<input type="checkbox"/>	Other (specify):			

BASEMENT FINISH	<input type="checkbox"/>	No basement for this unit; or describe the level of original finish as completed by the developer below:

OTHER (e.g. pre-wired security alarms, roughed-in central vacuums, etc.)

Scope of Service and Limiting Conditions

In requesting this Standard Unit Definition advisory service, the requesting party and the identified Condominium Corporation agree to the following:

- The scope of the Standard Unit Definition advisory services is limited to an analysis of the data provided and preparation of a draft Standard Unit Definition* document;
- Suncorp will rely and assume the completeness and accuracy of the data provided by the requesting party and Condominium Corporation, therefore no warranty is provided;
- This service is advisory in nature, and is not to be considered as legal advice. It is recommended that legal counsel be engaged to ensure compliance with all legislative and regulatory requirements;
- Suncorp Valuations does not guarantee acceptance by Service Alberta;
- The Standard Unit Definition document provided by Suncorp Valuations is prepared for only the requesting party and identified Condominium Corporation as an advisory service in developing responsibilities; and
- Use of the Standard Unit Definition by third parties is not intended. Any and all liability in this respect is strictly denied.

* *If you would like Suncorp to do an on-site inspection of your property to determine what should be included in your Standard Unit Definition, and/or the details of those items, we would be pleased to do assist you. Kindly contact our marketing team at 1-800-764-4454 or info@suncorpvaluations.com and be sure to ask about discounts for bundled services such as Insurance Appraisals and Reserve Fund Studies.*