



**Encumbrance Status Request / Lawyer Request Form**  
**Please ensure this form is filled out in full, or it will be returned.**

Date: \_\_\_\_\_

Law Firm: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

I am acting on behalf of the:

- Seller
- Purchaser (**Required\***)

**Request for Fee Information for the Property Noted:**

Address:	
Current Owner:	
In accordance with the encumbrance on title, we require the following property owner information.	
Purchaser(s):	
Purchaser's Email: *	
Purchaser's Phone: *	
Possession Date:	

**\*Please be advised: the purchaser's lawyer MUST forward a copy of the land title showing the new owner and possession date once the sale closes. If the sale does not transpire, please inform our office immediately at (403) 781-6612 ext. 4.\***

**To be completed by McKenzie Towne Council (MTC):**

Current Homeowner Association Fee: \$ _____ <b>Fiscal Year: June 1 to May 31,</b> _____	Notes:
Paid:	
Outstanding:	

- Outstanding Payment is payable to McKenzie Towne Council
- Outstanding payment is in legal collections, please contact Miller Thomson LLP at 403-206-6305

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return form to: [officeco@mtcouncil.com](mailto:officeco@mtcouncil.com)**