

# Know Your Condo – a checklist for unit owners

It's important to understand the insurance protecting you and your condo corporation\*. You should receive regular updates about your condo's regulations, insurance protection, and maintenance plan. Use this information and the questions below to identify gaps in coverage and areas that might cause concern. Contact your condo board if you need more information.

## Review your condo corporation's insurance coverage

Limits:

- What is the limit of coverage for your condo building, common areas and property?
- Are the buildings and shared property insured to full replacement value? If not, refer to the note below.
- What is the liability limit?

Deductibles:

- What is the deductible for the building?
- Are there separate deductibles for certain types of loss (such as water or earthquake)?

Coverage:

- Does the corporation policy cover basic unit fixtures and installations or is it a bare-walls policy?
- What perils or types of loss are covered?
- Is water damage covered? Are there special limits, exclusions, or conditions?
- If located in an at-risk area, is earthquake damage covered? Are there special limits, exclusions, or conditions?
- Check policy exclusions. If coverage for common perils is missing or excluded, refer to the note below.

## Consider your condo corporation's rules, bylaws, and practices

Practices and bylaws:

- How are deductibles from your condo corporation's policy applied to unit owners? Are they divided equally or using a special calculation?
- How often does the board review insurance protection?
- Is there a maximum limit that applies to assessments on unit owners?

Reserve funds, maintenance, and loss prevention:

- Is there a reserve fund for emergencies?
- Review your condo corporation's maintenance plan. It should include a plan for future cost projections.
- How many claims have been made on the condo corporation's policy in the past 6 years?

## Review your unit owner's policy

Your personal needs:

- What is your liability limit? Check the Liability limit on your Certificate of Insurance.
- What is your personal property or contents limit? Check Personal Property on your Certificate of Insurance. Is this enough to replace all your contents with new items of similar quality?

Your needs as a unit owner:

- Check the Condominium Protection Coverages limit on your Certificate of Insurance which includes Improvements and Betterments. Does this cover the value of upgrades made by you or previous owners?
- How much coverage do you have for assessments related to deductibles in your condo corporation's policy? Check Deductible Protection Coverage on your Certificate of Insurance.
- What is the limit for other assessments related to your condo corporation's policy? Check the Condominium Protection Coverages limit on your Certificate of Insurance.
- Do these limits meet your needs? If not, ask us if there are options to increase your coverage.

**Note:** If your condo corporation's policy does not insure the buildings and shared property to their replacement value, or it does not cover the peril that caused a loss, your coverage for loss assessments will be limited.

## Protect yourself and your investment

Staying informed is the best protection. If you have concerns, we recommend that you:

Talk to your condo board about...	Talk to us about your...	Take action...
✓ coverage shortfalls	✓ personal liability limit	✓ learn about condo regulations that apply in your province or territory
✓ large deductibles	✓ personal property or contents limit	✓ get involved in your condo corporation
✓ loss prevention opportunities	✓ complimentary client review so your policy stays up to date	✓ advocate for yourself and other unit owners
✓ their maintenance plan		✓ ask your condo board to have their insurance representative explain the corporation's coverage and answer questions at your next meeting

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\*There is no single term (i.e., corporation, strata, syndicate) to identify the legal entity established to represent all unit owners. We've used "condo corporation" to represent this legal entity. This checklist does not provide a comprehensive evaluation of your coverage and should not be used as a substitute for the thorough review of a risk management professional. It is intended to provide information as a starting place and for your convenience only.