LOGIGESTION

BILL 16 CHECKLIST

Is your condominium ready?

A practical guide for Quebec condominium syndicates
See what has been done, what remains to be done, and what should be organized in one place.

1. Check your situation

- ☐ Our syndicate understands the new requirements applicable to divided co-ownership.
- ☐ Our board of directors has identified who is responsible for follow-up.
- ☐ We know where the building's important documents are stored.

Good to know: Quebec's Bill 16 framework includes requirements concerning the maintenance log and reserve fund study for divided co-ownership syndicates.

2. Prepare your maintenance log

- ☐ Our maintenance log has been established, or we have started the process to have it prepared.
- ☐ An inventory of the common portions is available.
- ☐ Materials, equipment and systems under the syndicate's responsibility are identified.
- ☐ Major repairs and replacements are documented.
- ☐ The condition of components and their remaining useful life are documented.

The maintenance log helps preserve the building's technical history and supports ongoing planning and follow-up.

3. Prepare your reserve fund study

- ☐ A first reserve fund study has been obtained, or the process is underway.
- ☐ Upcoming major work is identified.
- ☐ Anticipated repair and replacement costs are considered.
- ☐ Our syndicate has a clear picture of future reserve fund needs.

The reserve fund study helps the syndicate plan for major repairs and replacement of common portions over time.

4. Check your timeline

- ☐ Our board knows the compliance timeline that applies to our syndicate.
- ☐ We have allowed enough time to obtain the required professional documents.
- ☐ We are not waiting until the last minute to begin the process.

Plan early. Preparing documents and coordinating professionals can take time, especially as more condominium syndicates work toward compliance.

5. Organize your building information

- ☐ Important documents are easy to find.
- ☐ Board members know where to access the information.
- ☐ The history of interventions and work can be preserved.
- ☐ Completed work can be tracked.
- ☐ Professional documents can be kept together with the building's information.

6. Think about long-term follow-up

- ☐ Someone is responsible for keeping the information up to date.
- ☐ Completed work is recorded.
- ☐ New invoices and documents can be stored.
- ☐ Future boards will be able to take over the file easily.

Good organization helps preserve continuity when directors or property managers change.

How many boxes did you check?

Almost all	Excellent. Your syndicate appears to be well underway.
Several remain	Now is a good time to get organized and bring the information together.
Very few	Start now to avoid a last-minute rush.

Once your professional documents are ready, keep your condominium organized.

LogiGestion helps you structure and preserve your building information so it is easier to follow year after year.

$150 / year per building
https://logi-gestion.ca

Important: This checklist is intended as a general information tool to help condominium syndicates organize their preparation. It does not constitute legal or professional advice. To determine the requirements that apply to your condominium, consult the official Quebec government sources and, where required, a qualified professional.