

If Unit (suite, parking stall and/or locker) has been leased/rented, complete this Summary of Lease or Renewal form – Requirement of the Condominium Act

TO: _____ (Name of Condominium Corporation)

1. This is to notify you that: *[Strike out whichever is not applicable]:*a written or oral *(strike out whichever is not applicable: lease, sublease, assignment of lease)*

OR

a renewal of a written or oral *(strike out whichever is not applicable: lease, sublease, assignment of lease)]* has been entered into for:*[For all condominium corporations except common elements condominium corporations:*Unit(s), Level(s) *(include any parking or storage units that have been leased)]**[In the case of a common elements condominium corporation:*the common interest in the condominium corporation, being the interest attached to *(provide brief description of the parcel of land to which the common interest in the Condominium Corporation is attached)]*

on the following terms:

Name of lessee(s) (or sublessee(s)) :

Telephone number:

Fax number, if any:

Commencement date:

Termination date:

Option(s) to renew:
*(set out details)*Rental payments:
*(set out amount and when due)*Other information:
(at the option of the owner)

2. I (We) have provided the *(strike out whichever is not applicable: lessee(s), sublessee(s))* with a copy of the declaration, by-laws and rules of the condominium corporation.
3. I (We) acknowledge that, as required by the *Condominium Act*, I (we) will advise you in writing if the *(strike out whichever is not applicable: lease, sublease, assignment of lease)* is terminated.

Dated this day of,

(signature of owner(s))

(In the case of a corporation, affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.)

.....
(print name of owner(s)).....
(address).....
(telephone number).....
(fax number, if any)