

Summary of lease or renewal
(clause 83 (1) (B) of the *Condominium Act, 1998*)

Condominium Act, 1998

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 subsection 83 (2) of the *Condominium Act, 1998*, 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))

.....
(print name 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.)

.....
(address)

.....
(telephone number)

.....
(fax number, if any)