

TO: CCC / OCSCC # _____
c/o Premiere Property Management Associates
2049 Meadowbrook Road, Ottawa, ON, K1B 4W7

Condominium Act, 1998
SUMMARY OF LEASE OR RENEWAL
(clause 83 (1) (b) of the *Condominium Act, 1998*)

1. This is to notify you that: *(mark whichever is applicable)*

- written or oral lease sublease assignment of lease
OR
 renewal of a written or oral lease sublease assignment of lease

has been entered into for:

Address _____ Unit _____, Level _____, being Suite # _____

Parking Unit _____, Level _____ Locker Unit # _____, Level _____

on the following terms:

Name of lessee(s): _____

Telephone number: (H) _____ (C) _____ (W) _____

E-mail: _____

Commencement date: _____ Termination date: _____

Option(s) to renew: _____
(set out details)

Rental payments: \$ _____ per month due on: _____
(set out amount and when due)

Other information: _____
(at the option of the owner)

2. I (We) have provided the lessee(s) with a copy of the declaration, by-laws and rules of the 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 lease is terminated.

Dated this _____ day of _____, _____

(signature of owner(s))

(signature of owner(s))

(print name of owner(s))

(print name of owner(s))

(address of owner(s))

(H) _____ (C) _____ (W) _____

E-mail: _____