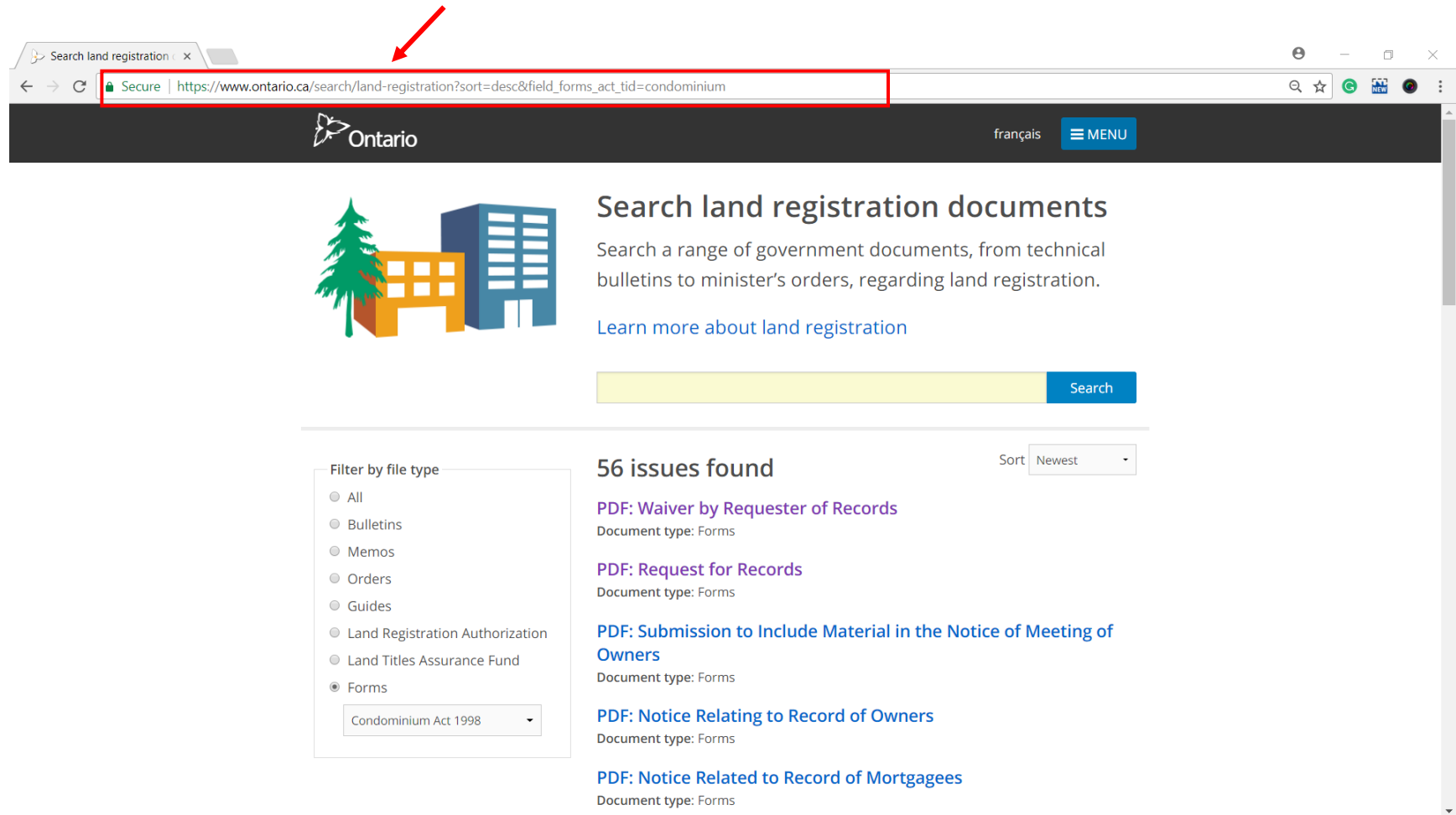


## Instructions: How to view the new Condo Act Forms

Please ensure you have installed the [latest version of Adobe Reader](#) on your computer to open and use the forms.

**Step 1:** Visit the website at: [https://www.ontario.ca/search/land-registration?sort=desc&field\\_forms\\_act\\_tid=condominium](https://www.ontario.ca/search/land-registration?sort=desc&field_forms_act_tid=condominium)



The screenshot shows a web browser window with the URL [https://www.ontario.ca/search/land-registration?sort=desc&field\\_forms\\_act\\_tid=condominium](https://www.ontario.ca/search/land-registration?sort=desc&field_forms_act_tid=condominium) in the address bar. The page header includes the Ontario logo, a language selector for "français", and a "MENU" button. The main content area features an illustration of a tree and buildings, followed by the heading "Search land registration documents" and a description: "Search a range of government documents, from technical bulletins to minister's orders, regarding land registration." Below this is a search bar with a "Search" button. The search results section displays "56 issues found" and a "Sort" dropdown menu set to "Newest". A filter panel on the left is titled "Filter by file type" and includes radio buttons for "All", "Bulletins", "Memos", "Orders", "Guides", "Land Registration Authorization", "Land Titles Assurance Fund", and "Forms" (which is selected). Below the "Forms" filter is a dropdown menu showing "Condominium Act 1998". The search results list includes:

- [PDF: Waiver by Requester of Records](#)  
Document type: Forms
- [PDF: Request for Records](#)  
Document type: Forms
- [PDF: Submission to Include Material in the Notice of Meeting of Owners](#)  
Document type: Forms
- [PDF: Notice Relating to Record of Owners](#)  
Document type: Forms
- [PDF: Notice Related to Record of Mortgagees](#)  
Document type: Forms

**Step 2:** Right click on the name of the form you would like to view, then click “save link as...”.

The screenshot shows a web browser window displaying the Ontario land registration search page. The browser's address bar shows the URL: [https://www.ontario.ca/search/land-registration?sort=desc&field\\_forms\\_act\\_tid=condominium](https://www.ontario.ca/search/land-registration?sort=desc&field_forms_act_tid=condominium). The page header includes the Ontario logo, a language selector for "français", and a "MENU" button. The main heading is "Search land registration documents", followed by a search bar and a "Search" button. A filter sidebar on the left is set to "Forms" under the "Condominium Act 1998" category. The search results section shows "56 issues found" and a list of document titles, each with "Document type: Forms". A context menu is open over the first result, "PDF: Waiver by Request for Record of Owners", with the "Save link as..." option highlighted by a red box and a red arrow pointing to it. The Windows taskbar at the bottom shows the system tray with the date and time: 5:59 PM, 11/01/2017.

**Step 3:** Choose where you would like to save the form, then select “Save”.

The image shows a Windows 'Save As' dialog box overlaid on a web browser window. The dialog box is titled 'Save As' and shows the current location as 'This PC > Desktop'. The file name is 'waiver\_by\_requester\_of\_records\_en' and the save type is 'Adobe Acrobat Document'. The 'Save' button is highlighted with a red box. The background web page is in French and shows a search bar and a list of PDF documents.

**Save As**

Organise ▾ New folder

Quick access

- Desktop
- Downloads
- Documents
- Pictures
- Incoming

Name Date modified Type Size

File name:

Save as type: Adobe Acrobat Document

Hide Folders

Save Cancel

français MENU

nd registration documents

of government documents, from technical

minister's orders, regarding land registration.

out land registration

Search

Sort Newest

- PDF: Waiver by Requester of Records  
Document type: Forms
- PDF: Request for Records  
Document type: Forms
- PDF: Submission to Include Material in the Notice of Meeting of Owners  
Document type: Forms
- PDF: Notice Relating to Record of Owners  
Document type: Forms
- PDF: Notice Related to Record of Mortgagees  
Document type: Forms

All

Bulletins

Memos

Orders

Guides

Land Registration Authorization

Land Titles Assurance Fund

Forms

Condominium Act 1998

**Step 4:** The form is now saved in the location that you chose in **Step 3**. Go to that location, right click on the form and select “Open with...” then choose Adobe Acrobat Reader. You can now fill out these forms on your computer.

Open the form on your computer using Adobe Reader 8 or higher. You can download the latest version of Adobe Reader from the [Adobe Reader website](#).

The screenshot displays the Adobe Acrobat Reader DC interface. The main content area shows a PDF form from the Ontario Ministry of Government and Consumer Services. The form title is "Waiver by Requester of Records". A blue button labeled "Print Blank Form" is visible. The form includes an "Instruction" section and a table for recording details. The right sidebar shows the "Export PDF" tool, which is currently active. The tool options include "Convert to" (set to Microsoft Word (\*.docx)), "Document Language" (set to English (U.S.)), and a "Convert" button. Other options in the sidebar include "Create PDF", "Edit PDF", and "Comment".

**Ontario** Ministry of Government and Consumer Services

**Print Blank Form**

### Waiver by Requester of Records

Agreement regarding access to records that waives certain rights the requester has to object to the corporation's response

#### Instruction

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic - for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

**To:** Condominium corporation's name

Name of requester or requester's agent

The requester (or requester's agent) and the corporation agree that the corporation will provide access to the records identified below, according to the agreed upon format, costs, and timing specified below:

Records requested	Agreed upon format for providing access to the records (examination, electronic format, paper format)	Agreed upon costs for examining or obtaining copies of the records	Agreed upon dates for examining or obtaining copies of the records

Export PDF

Adobe Export PDF

Convert PDF Files to Word or Excel Online

Select PDF File

waiver\_by\_re...cords\_en.pdf

Convert to

Microsoft Word (\*.docx)

Document Language: English (U.S.) Change

Convert

Create PDF

Edit PDF

Comment

Store and share files in the Document Cloud

Learn More

If you are still having trouble accessing the forms after following these instructions, we would encourage you to contact the Condominium Authority of Ontario (CAO). Contact information may be found on their website at [www.condoauthorityontario.ca](http://www.condoauthorityontario.ca) or you may call them at (1-833-943-4858).