

# How to Access and Fill Out Condo Forms for Windows Users

## Contents

1. Instructions for filling out and printing a fillable form:.....	1
2. Instructions for filling out and printing a non-fillable form: .....	5

## Overview

To assist the condo sector with accessing and filling out the condo forms which can be found on the Condominium Authority of Ontario (CAO) website, the CAO has developed this helpful guide. As the condo forms can be accessed through two separate links, either as a fillable form or as a non-fillable form, the guide is broken down into two different sections being:

1. Instructions for filling out and printing a fillable form.
2. Instruction for filling out and printing a non-fillable form.

**Important:** For the best experience when accessing forms, *the CAO recommends using the browser Google Chrome*. You can access the link to download and install Google Chrome by [clicking here](#).

## 1. Instructions for filling out and printing a fillable form:

**Step 1:** Click on the fillable form link. Once it has opened in your internet browser, go ahead and fill out the form.

<b>Proxy Form (mandatory)</b>	—
This form <b>must</b> be used by owners or mortgagees if they wish to be represented by proxy at a meeting of owners, including for the purposes of voting on any matters at the meeting.	
<ul style="list-style-type: none"><li>• Proxy Form (mandatory) <b>Fillable</b></li><li>• Proxy Form (mandatory) <b>Non Fillable</b></li></ul>	<div style="border: 2px solid red; padding: 5px; display: inline-block;">Click on the fillable form link.</div> ←

Then click on the “Save” button located at the bottom of the form.

**Instruction to person filling out the form:** If you set out any names above, your proxy may only vote for the named individuals and only if, at the time of the vote, they are candidates. If you list more names than positions available on the board of directors, your proxy will vote in the order set out above up to the number of positions available. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority. Note that if a director's position on the board is a position for which only owner-occupied units may vote for under s. 51 (6) of the *Condominium Act, 1998*, then only those owners may vote with respect to the election of a substitute.

Save Form

Click on the "Save Form" button located at the bottom of the form.

Clear Form

Page 3 of 3

**Step 2:** A message will appear letting you know that once the form is downloaded, it will be converted to PDF format. Click the "OK" button to continue, this will download the form to your device.

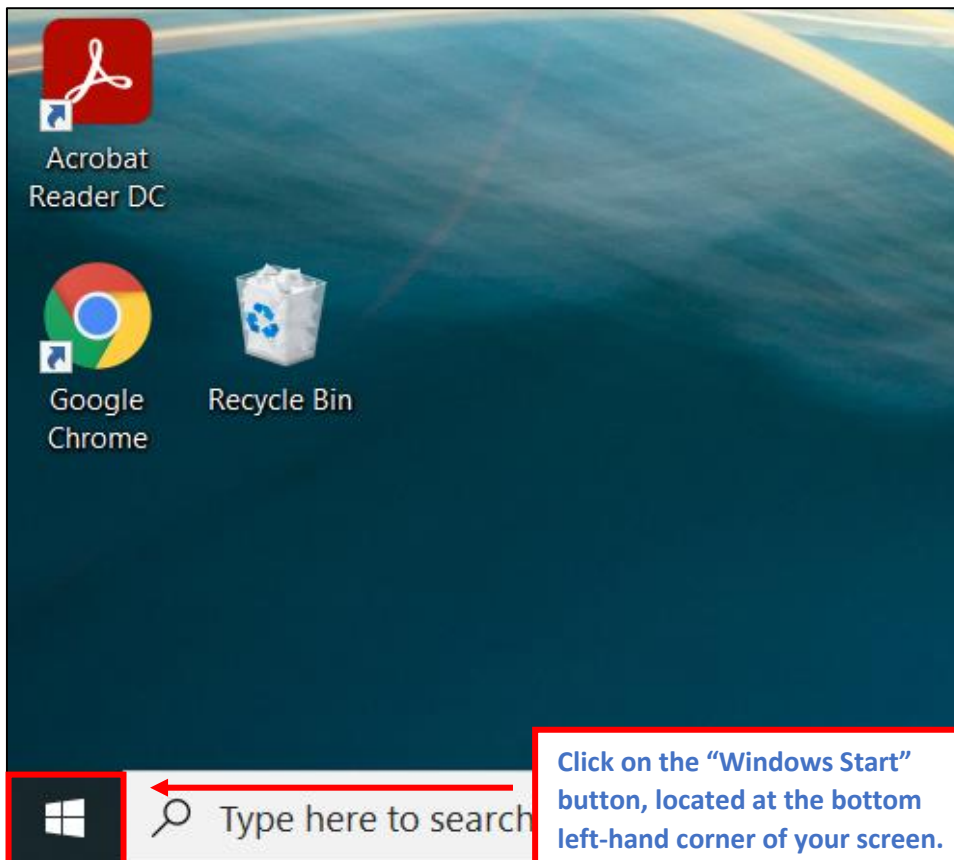
cao-prod.adobembasic.com says

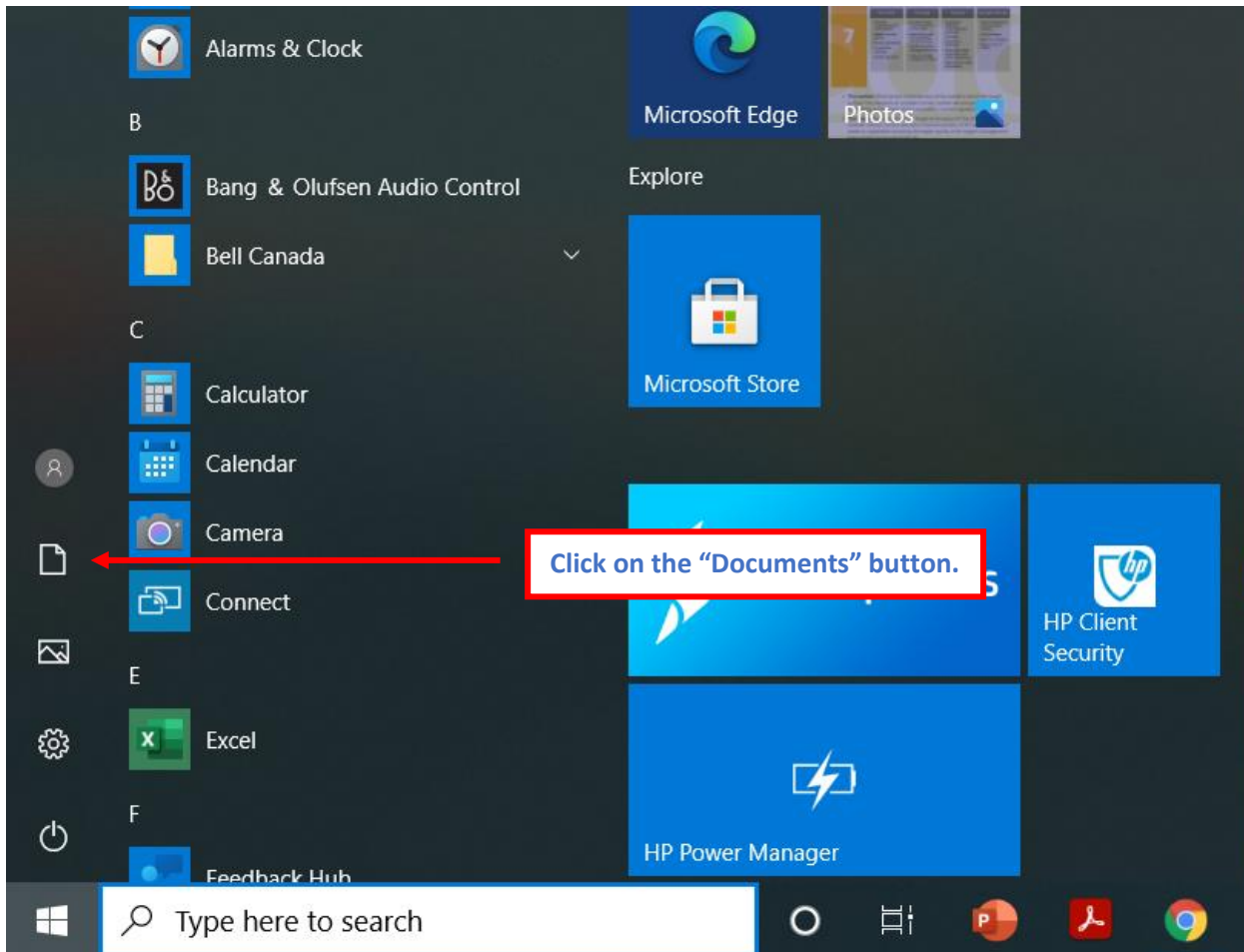
To save an online form, this document must first be downloaded as a PDF. Click "OK" to download this form as a PDF.

OK

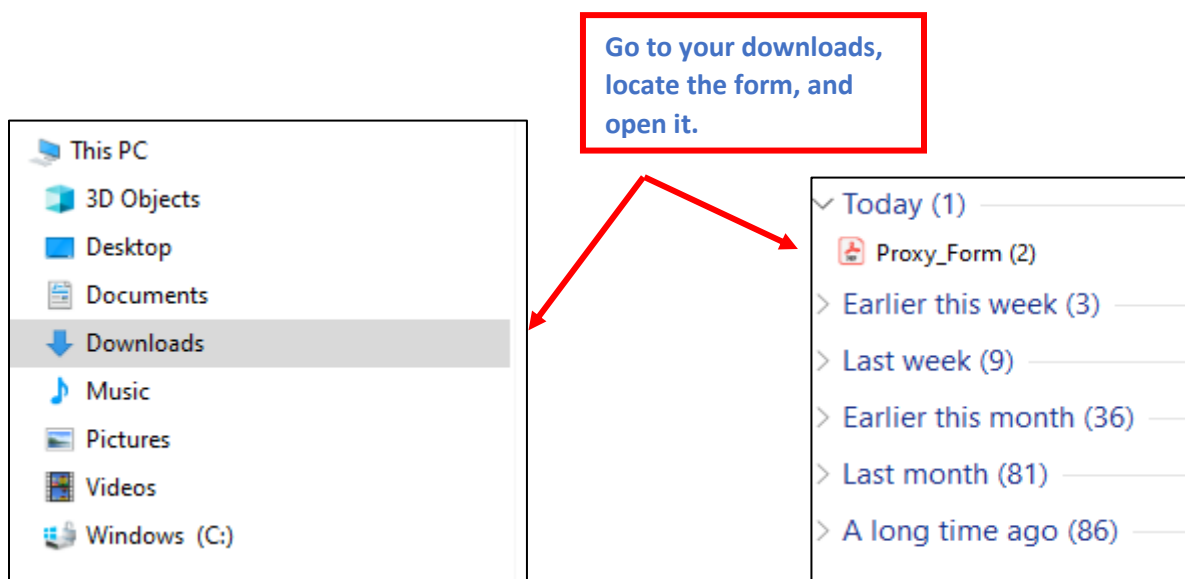
Click on the "OK" button to download the form to your device.

**Step 3:** To access your downloads, click on the "Windows Start" button, located at the bottom left-hand corner of your screen. Then click on the "Documents" button.





**Step 4:** Go to your Downloads folder, locate the form, and open it.



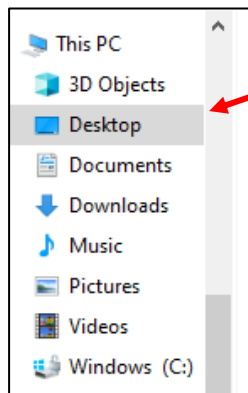
**Step 5:** Once the form opens, click on the “Save” button located at the bottom of the screen and save the form to the “Desktop”. The form is now saved in that location.

**Instruction to person filling out the form:** If you set out any names above, your proxy may only vote for the named individuals and only if, at the time of the vote, they are candidates. If you list more names than positions available on the board of directors, your proxy will vote in the order set out above up to the number of positions available. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority. Note that if a director’s position on the board is a position for which only owner-occupied units may vote for under s. 51 (6) of the *Condominium Act, 1998*, then only those owners may vote with respect to the election of a substitute.

Save Form

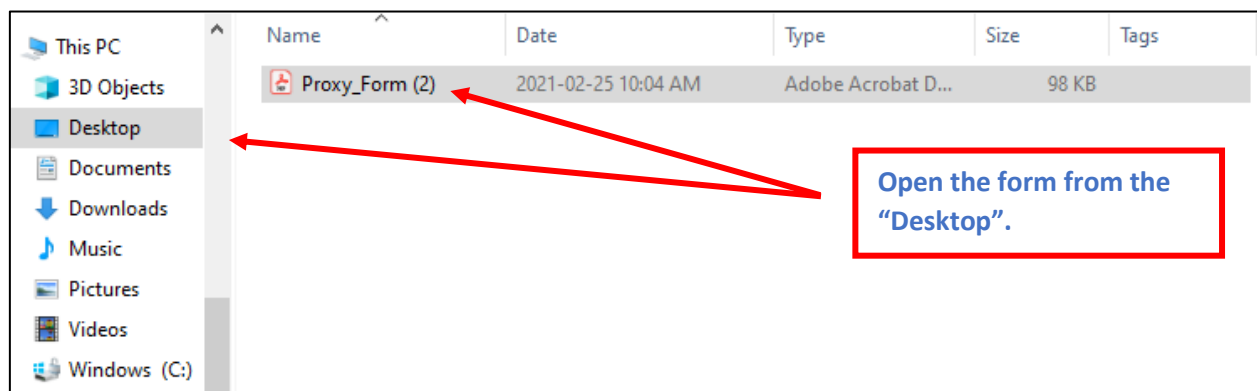
Print Form

Clear Form



Click on the “Save Form” button and save the form to the “Desktop”.

**Step 6:** Open the form from the “Desktop”.



Open the form from the “Desktop”.

When the form opens, click on the “Print” button located at the bottom of the form to print the form.

**Instruction to person filling out the form:** If you set out any names above, your proxy may only vote for the named individuals and only if, at the time of the vote, they are candidates. If you list more names than positions available on the board of directors, your proxy will vote in the order set out above up to the number of positions available. The numbers in the left hand column indicate the order in which you want the proxy to vote. These numbers indicate your priority. Note that if a director's position on the board is a position for which only owner-occupied units may vote for under s. 51 (6) of the *Condominium Act, 1998*, then only those owners may vote with respect to the election of a substitute.

Save Form

Print Form

Click on the "Print" button located at the bottom of the form.

Clear Form

## 2. Instructions for filling out and printing a non-fillable form:

**Step 1:** Click on the form link, the form will open in your internet browser.

Proxy Form (mandatory)

This form **must** be used by owners or mortgagees if they wish to be represented by proxy at a meeting of owners, including for the purposes of voting on any matters at the meeting.


- Proxy Form (mandatory) **Fillable**
- Proxy Form (mandatory) **Non Fillable**


Click on the non-fillable form link.

**Step 2:** Click on the "Print" button located at the top right-hand corner of the screen, a print preview window will open.

Click on the "Print" button located at the top right-hand corner of the screen.

Appendix B - ProxyFormmandatory.pdf 1 / 8 123%



 Ontario Ministry of Government and Consumer Services

Proxy Form

**Ontario** Ministry of Government and Consumer Services

**Proxy Form**

**Instruction**  
This PDF form can be filled out electronically and then saved or printed. The blank form can also be printed in full and then filled out in hard copy. The form is formatted so that when it is printed, identifying information about the proxy giver (name, address, and signatures) can be torn off and separated from the voting information in the rest of the form. To do this, the form must be printed in one-sided format.

Proxy Identification Number (optional):

To (condominium corporation's name):

I am (we are)

- the registered owner(s)
- authorized to act on behalf of the registered owner(s)
- the mortgagee(s)
- authorized to act on behalf of the mortgagee(s)

**Instruction for person filling out the form:** In the case of a corporation, affix the corporate seal or attach a statement that the persons signing have the authority to bind the corporation. If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.

Proxy giver's unit number and municipal address or other description of the unit:

Note: if your corporation is a common elements condominium corporation, please identify the relevant parcel of tied land in the above space.

Dated this  day of  month,  year, at  time of day  am  pm

Signature:

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**Print** 8 sheets of paper

Destination:  ▼

Pages:  ▼

Color:  ▼

More settings ▼

A print preview window will open. Click on the "Print" button to print the form.

Go ahead and fill out the form by hand.