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)