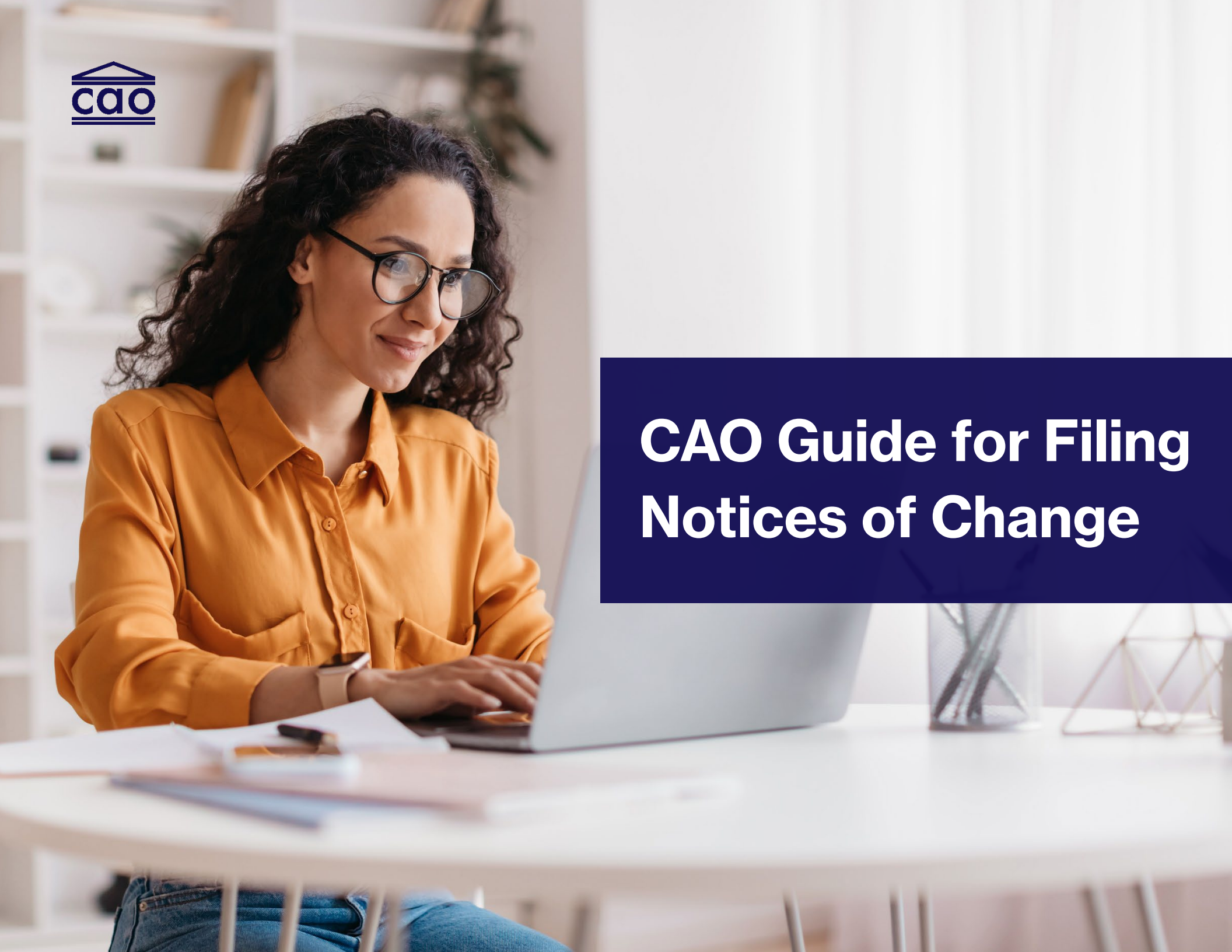


A woman with dark, curly hair and glasses, wearing an orange button-down shirt, is seated at a white desk. She is looking at a laptop screen and has her hands on the keyboard. The background is a bright, modern office space with a white shelving unit and a potted plant.

CAO Guide for Filing Notices of Change

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Date: Aug. 26, 2025

Introduction

Ontario condo corporations are [legally required](#) to file a **Notice of Change*** with the Condominium Authority of Ontario when **certain information** in a previously filed **condo return** or **NOC changes** or **needs correcting**, as required under the Condo Act. Doing so allows a corporation to report these updates, such as changes in its address for service, fiscal year start and end date, who is currently on its board of directors and more.



Condo corporations are legally required to file an **NOC** with CAO within **30 days** of the change of information and must indicate:

1. What has changed
2. When the change took effect

This guide provides step-by-step instructions to help you navigate the online NOC filing process from start to finish, ensuring that your corporation meets its legal requirements and that public information available on CAO's [Condo Registry](#) remains current and accurate.

* An NOC does not need to be filed if updates only relate to a director who is re-elected right after their previous term and there are no other changes to their information.

What Information can be Updated?

You can update the following information listed in the table by **filing an NOC**, provided the condo corporation has filed all outstanding annual returns on its CAO profile.

Corporation Information	Effective Date of Change	Published on Condo Registry
Operating name of the condo corporation	No	No
Name of declarant	No	Yes
Number of municipal addresses* *Only if an address is provided	No	No
Email address for service	Yes	No
Address for service	Yes	Yes
Number of condo owners	No	No
Turn-over meeting* *Only if a turn-over meeting has already been reported	No	No
Court appointed inspector or administrator	Yes	Yes
Fiscal year start and end dates	No	Yes
Date of last annual general meeting	No	Yes
Board of directors and non-director officers	Yes	Yes
Other representatives	Yes	No
Condo management providers and managers	Yes	Yes
Notice questions (Notice of termination, sale of property or expropriation, and for leasehold condo corporations, non-renewal of leasehold interests)	Yes	No

Special Notice of Change

Any change to a corporation's registration date, legal name, municipal address, number of phases, voting units or maximum number of votes must be updated through a [Special Notice of Change](#) after the corporation files their first return. A completed form must be filled out, saved to your device and submitted to CAO, along with supporting documentation.

The diagram illustrates the process of downloading and filling out a Special Notice of Change form. It consists of two main panels. The left panel, titled 'GUIDE Special Notice of Change', provides instructions on when and how to use the form. It includes a list of changes that require a Special Notice of Change: Land Registry Office registration date, Number of units or voting units, Unit information changes for phased condo corporations, and Municipal address. A blue arrow labeled 'Download form' points from this panel to the right panel. The right panel shows the 'NOTICE OF CHANGE (NOC)' form, which includes fields for the Full Legal Name of the Condo Corporation, Region, and Number. It also has a section for selecting the information to be changed (Units/Voting Units, LRO Date, or Municipal Address). A blue arrow labeled 'Open and fill out form in Adobe Reader' points from the bottom of the left panel to the right panel.

GUIDE

Special Notice of Change

To ensure the accuracy of the data on our Condo Registry and protect consumers, some information requires a Special Notice of Change be submitted to and reviewed by CAO before it can be updated. In many of these instances, a change may also result in changes to the Annual Assessment Fee a condo corporation must remit to CAO.

You can use this form to signal any important changes to:

- Land Registry Office registration date of the condo corporation
- Number of units or voting units of the condo corporation
- Unit information changes for phased condo corporations
- Municipal address of the condo corporation

Once processed, these changes appear on the condo corporation's profile in the condo registry.

Download form

File a Special Notice of Change (1.63 MB)

Did you find this resource helpful? What can be improved?

Provide your feedback ↗

Download Adobe Reader ↗

CAO Condominium Authority of Ontario

(Part II.1 of Condominium Act, 1998)

NOTICE OF CHANGE (NOC)

Full Legal Name of the Condo Corporation
The full name of the condo corporation is the name that was assigned to the condo corporation by the Land Registry Office (LRO) when the condo corporation was created (i.e., when the declaration and description were registered with the LRO).

Please enter the region and the number in the condo corporation's legal name.

For example, if the condo corporation's legal name is "Peel Condominium Corporation No. 9999", select "Peel" from the Region dropdown list and enter "9999" in the Number field.

Region: * Number: *

Select the information you would like to change/correct *
Please select what kind of information you wish to correct or change with this special notice of change. If you wish to change the units, LRO date, and Municipal Address, please submit three separate special notices of change.

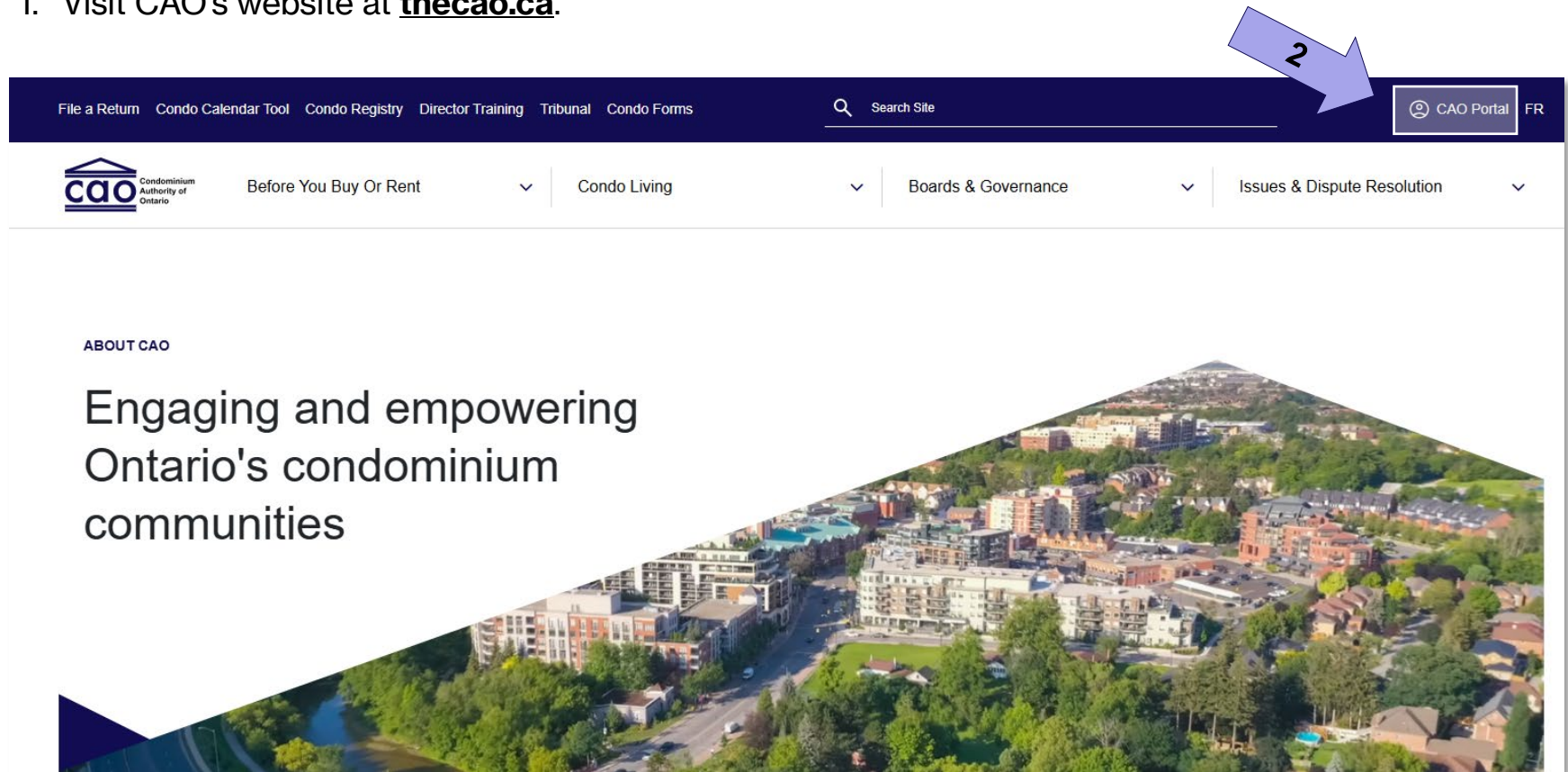
☐ Units/Voting Units ☐ LRO Date ☐ Municipal Address

Save Form Print Form Reset Form

Open and fill out form in Adobe Reader

Ready to File

1. Visit CAO's website at thecao.ca.



2. Click **CAO Portal** on the top right-hand corner of your screen.

Log in to CAO Account

1. Enter your **CAO account credentials** and click **Log in**.
2. If you do not have a CAO account, click **Create an Account** and follow instructions.

Having issues with creating your account?

Check out our [Guide for Creating Accounts and Managing Profiles](#) or [Contact CAO](#).



Welcome to the
CAO Services Portal

Log in to your account

① You only need one account to access all CAO services and any associated condo corporations.

Username

e.g., JaneSmith12

[Forgot your username?](#)

Password

Forgot your password?

Log in **Create Account**

Diagram illustrating the login process:

- Arrow 1 points to the Username field.
- Arrow 2 points to the Create Account button.

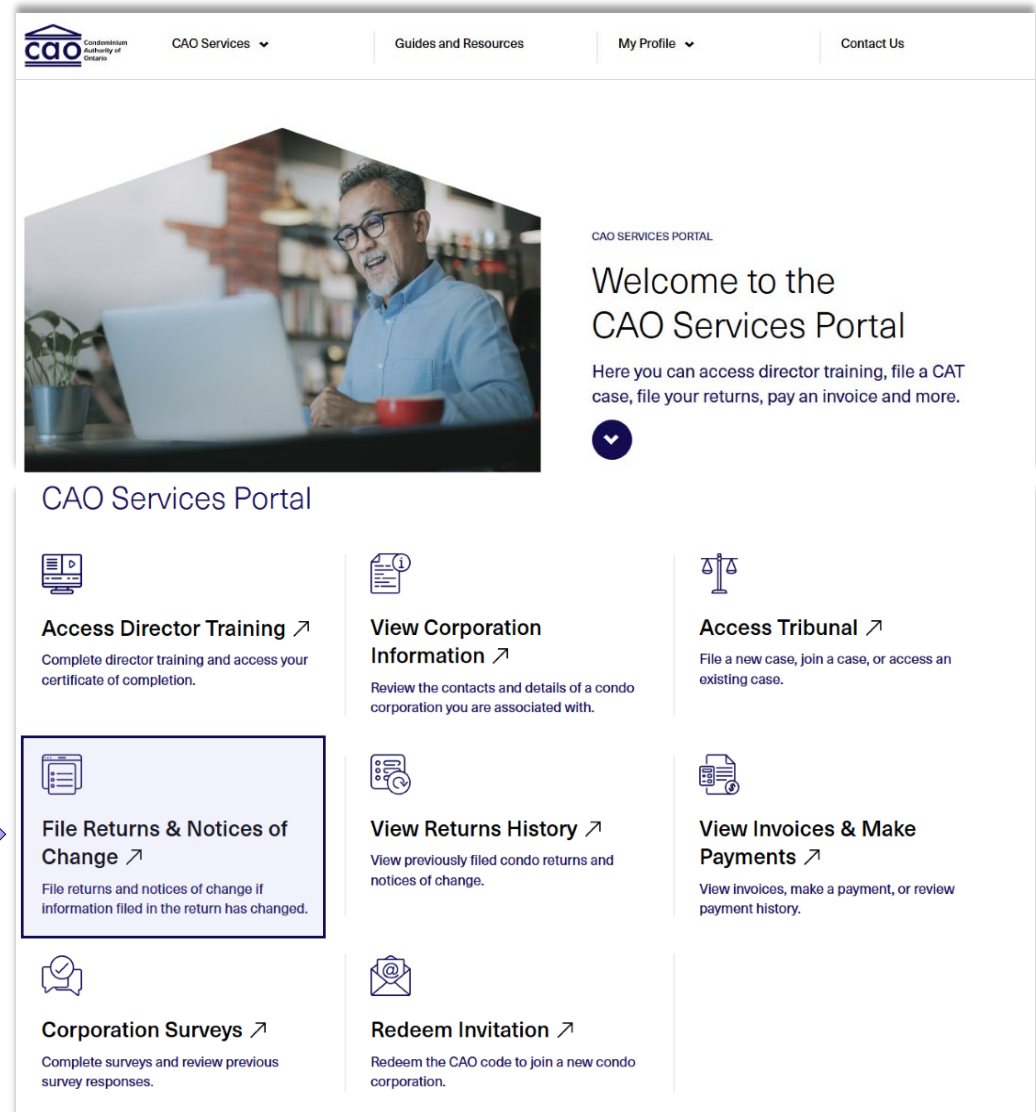
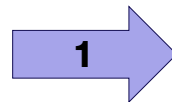
CAO Services Portal

You are now logged into CAO's Services Portal where you can file NOCs, returns, make payments and more*.

1. Click **File Returns & Notices of Change**.

Here you can also do the following for all condo corporations linked to your CAO account:

- Review the corporation's information
- Look at previously filed returns or NOCs
- View invoices and payment history



* The ability to complete certain activities, like filing NOCs, will be restricted based on a contact's access permissions.

Select your Condo Corporation

1. Select your **condo corporation** from the list of those with filed returns.

You can also use **Search My Condo Corporation** if you are responsible for filing returns for several corporations.

The screenshot shows the 'CAO SERVICES Portal' interface. At the top, there are navigation links: 'Condo Registry', 'Tribunal', 'CAO Website', 'Log Out', and 'Fr'. Below this is a header with 'CAO Services', 'Guides & Resources', 'My Profile', and 'Contact us'. The main content area has a section titled 'File a Return or Notice of Change' with a sub-header 'File returns and notices of change as mandated by the Condo Act'. Below this is a 'Search My Condo Corporation' section with a search bar and filters for 'Primary Role', 'Permissions', 'Returns', and 'Invoices'. A table lists several condo corporations with their status (Filed, Outstanding, Unpaid) and permissions (Manager, Other, Full Access). A blue arrow with the number '1' points to the first row of the table.

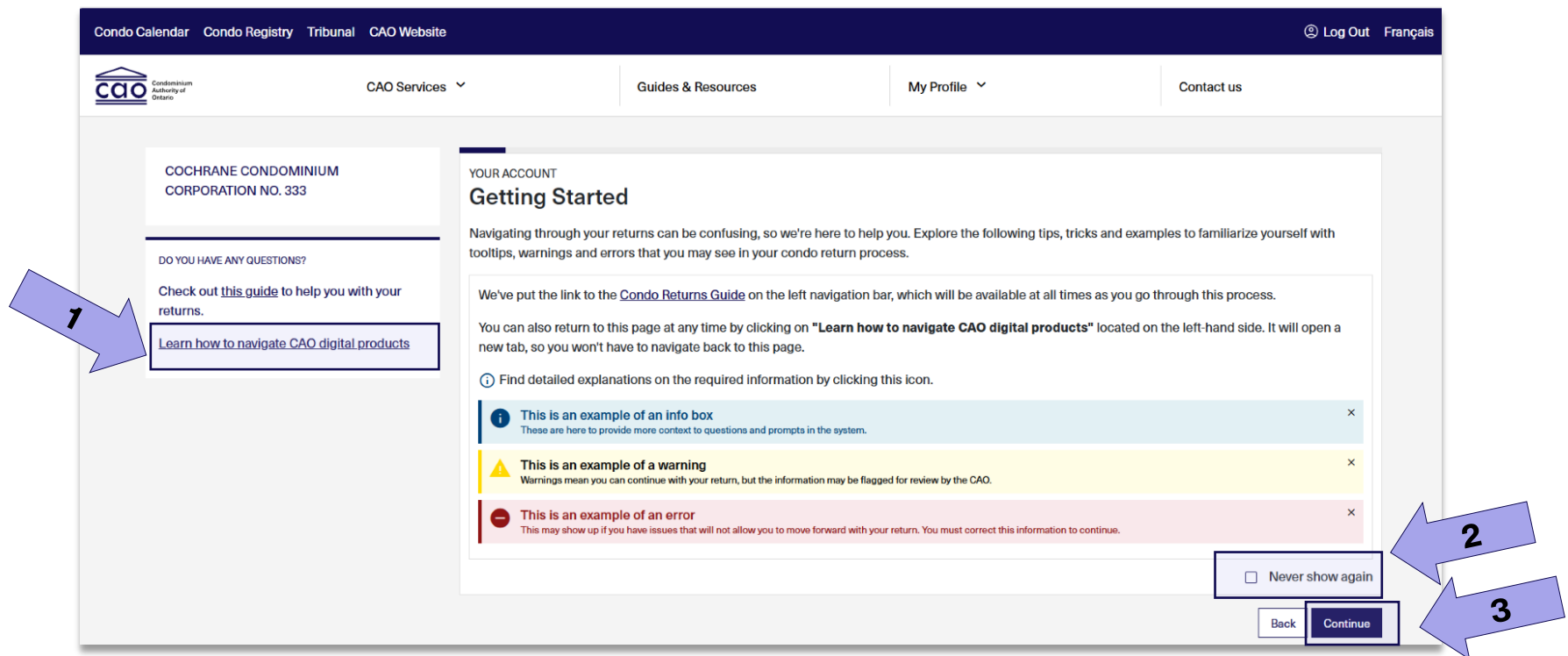
Condo Corporation	Returns	Invoices	Primary Role	Permissions
ALGOMA COMMON ELEMENTS CONDOMINIUM CORPORATION NO. 2627	Filed	Paid	Manager	Full Access
ALGOMA COMMON ELEMENTS CONDOMINIUM CORPORATION NO. 4564	Outstanding	Paid	Other	Full Access
ALGOMA LEASEHOLD CONDOMINIUM CORPORATION NO. 2	Outstanding	Unpaid	Manager	Full Access
ALGOMA VACANT LAND CONDOMINIUM CORPORATION NO. 9922	Outstanding	Unpaid	Manager	Full Access
BRANT LEASEHOLD CONDOMINIUM CORPORATION NO. 15	Outstanding	Unpaid	Other	Full Access
BRANT STANDARD CONDOMINIUM CORPORATION NO. 13	Outstanding	Paid	Other	Full Access
BRANT STANDARD CONDOMINIUM CORPORATION NO. 14	Outstanding	Unpaid	Other	Full Access

*Note: There are two types of permissions to access information
1. Read Only - User can view a condo corporation's information and contacts, returns history, invoices, survey history and pay invoices.
2. Full Access: User has all the 'read only' permissions and can make changes to a condo corporation by filing a return or notice of change.

Step 1: Filling out a Notice of Change

The Getting Started page has information on how to navigate CAO's condo returns and NOC filing system.

1. Click on **Learn how to navigate CAO digital products** to view this page in a new tab.
2. To stop this page from appearing again for the selected condo corporation's account, select the box next to **Never show again** in the bottom-left corner.
3. Click **Save & Continue**.



1.1 Select Information to Update

1. Click on the **checkboxes** to select the **information** that requires **changing or correcting** on your corporation's CAO profile.

Note: If certain information on your corporation's profile is non-compliant, some checkboxes will be pre-selected for you and accompanied by a warning message.

Non-Compliance Message

A warning message appears if information on the corporation's CAO profile does not comply with requirements under the Condo Act.

Condo Calendar Condo Registry Tribunal CAO Website

CAO Services Guides & Resources My Profile Contact us

BRUCE STANDARD CONDOMINIUM CORPORATION NO. 1003

DO YOU HAVE ANY QUESTIONS?

Check out [this guide](#) to help you with your returns.

[Learn how to navigate CAO digital products](#)

File Condo Return File a Notice of Change

Board of Directors not in compliance
One of the individuals appears to have ceased to be a director due to failing to complete the mandatory training or training renewal by the required deadline. The "Board of Directors" must be updated, and it has been preselected for you

Please select the information you would like to change or correct by checking the corresponding box(es).

General and Operational Information

☒ Operating Name of the Condo Corporation	☒ Turn-Over Meeting
☒ Number of Municipal Addresses	☒ Name of Declarant
☒ Email Address	☒ Number of Condo Owners
☒ Address for Service	☒ Court Appointed Inspector or Administrator

Fiscal Year Information

☒ Fiscal Year Start and End Dates	☒ Date of last Annual General Meeting
---	---

Condo Contacts

☒ Board of Directors and Non-Director Officers	☒ Other Representatives
☒ Condo Management Providers and Managers	

Notice Questions

☒ Termination, Expropriation or Sale of Property
--

Special Notice of Change
The following information must be changed through a [Special Notice of Change](#) which requires a separate form:

- Registration Date
- Municipal Address
- Number of Phases
- Number of Units, Voting Units or Maximum Number of Votes

Back Continue

1.2 Notice Questions

If your condo corporation's **property status** has changed, you are legally required to inform CAO. These changes include:

- Termination of the governance of the property
- Expropriation of the property
- Sale of property

If your condo is a **leasehold corporation**, you must also respond to specific questions about activities that affect leasehold interests in the property.

To report any of these property changes:

1. Select the **checkbox** under **Notice Questions**.

2. Click **Continue**.

The screenshot shows the CAO website interface for filing a notice of change. The header includes navigation links: Condo Calendar, Condo Registry, Tribunal, CAO Website, Log Out, and a user profile dropdown. The main content area is titled 'CONDOMINIUM RETURNS' and 'What would you like to do today?'. It provides instructions on filing returns and offers two buttons: 'File Condo Return' and 'File a Notice of Change'. A yellow warning banner indicates a 'Board of Directors not in compliance' issue. Below this, there are sections for selecting information to change or correct, including General and Operational Information, Fiscal Year Information, Condo Contacts, and Notice Questions. The 'Notice Questions' section has a checkbox for 'Termination, Expropriation or Sale of Property' which is highlighted by a blue box and a blue arrow labeled '1'. At the bottom right, there are 'Back' and 'Continue' buttons, with the 'Continue' button highlighted by a blue arrow labeled '2'.

3. Read each question carefully and **select a response*** for all questions that apply.

4. Click **Save & Continue**.

CAO Services | Guides & Resources | My Profile | Contact us

ALGOMA LEASEHOLD CONDOMINIUM CORPORATION NO. 2

Condo Contacts

Notice Questions

Review

Exit & Finish Later | Sync from CRM

DO YOU HAVE ANY QUESTIONS?

Check out [this guide](#) to help you with your returns.

[Learn how to navigate CAO digital products](#)

Notice Questions

Notice of Termination, Sale of Property, Expropriation or Non-renewal of Leasehold Interest

1. Has the condominium corporation sent for registration, a notice terminating the governance of the property by the Condo Act under [sections 122 \(1\) or 123 \(7\)?](#)

☒ Yes

☐ No

Effective Date

2025/03/25

YYYY-MM-DD

2. Has the condominium corporation made an application to the Superior Court of Justice for an order, or received an order from the Superior Court of Justice, terminating the governance of the property by the Condo Act under [sections 128 \(1\) or 128 \(2\)](#) of the Condo Act?

☐ Yes

☒ No

3. Has the condominium received a written notice of an application under [section 128 \(1\)](#) of the Condo Act or any other legal action for an order described in [section 128 \(2\)](#) of the Condo Act?

☐ Yes

☒ No

4. Has the condominium corporation received a notice of intention to expropriate under the Expropriation Act?

☐ Yes

☒ No

5. Has the condominium corporation sold the property and complied with [section 124 \(3\)](#) of the Condo Act?

☒ Yes

☐ No

Effective Date

2025/02/12

YYYY-MM-DD

6. Has the condominium corporation received a written notice of intention not to renew all the leasehold interests in the units in the condominium corporation, as described in [section 174 \(1\) \(b\)](#) of the Condo Act?

☒ Yes

☐ No

Effective Date

2025/03/02

YYYY-MM-DD

7. Has the condominium corporation given notice to the lessor if the owners vote against the renewal of the leasehold interests, as described in [section 174 \(6\)](#) of the Condo Act?

☐ Yes

☒ No

8. Has the condominium corporation received written notice of an application to the Superior Court of Justice or any other legal action for an order terminating all of the leasehold interests, as described in [sections 173 \(1\) and 173 \(2\)](#) of the Condo Act?

☐ Yes

☒ No

It is an offence under the Condo Act to knowingly provide the CAO with false or misleading information.

☒ I confirm that all of the above information is complete and accurate to the best of my knowledge

Back | **Save & Continue**

* If you answer **Yes** to a question, you must provide the date when the change took effect.

1.3 Change or Correct Information

After selecting the information that you wish to change or correct, the NOC filing system will display the most current information from CAO's database. This is based on your corporation's most recently submitted condo return or NOC.

1. **Enter** the correct or updated information.
2. Click **Save & Continue** until you reach the **Review & Submit** page.

Condo Calendar Condo Registry Tribunal CAO Website Log Out Français

CAO Services Guides & Resources My Profile Contact us

ALGOMA COMMON ELEMENTS
CONDOMINIUM CORPORATION NO. 4554

Condo Contacts
Management
Review

Exit & Finish Later Sync from CRM

DO YOU HAVE ANY QUESTIONS?
Check out [this guide](#) to help you with your returns.
[Learn how to navigate CAO digital products](#)

Condo Contacts
Management Providers and Managers

Does this condo corporation have an agreement to receive condo management services?
☒ Yes
☐ No
[+ Add Manager](#)

Raymond testtwo	
Access	Full Access
Email	raymond+testtwo@mailinator.com
Licence No.	0037900347-LL
Licensed Name	Raymond testtwo
Address for Service	8 Telegram Mews, Toronto, M5V 3Z5
Manager Start Date	Feb 11, 2025
Mgmt Co.	Not associated with a management company

Back Save & Continue

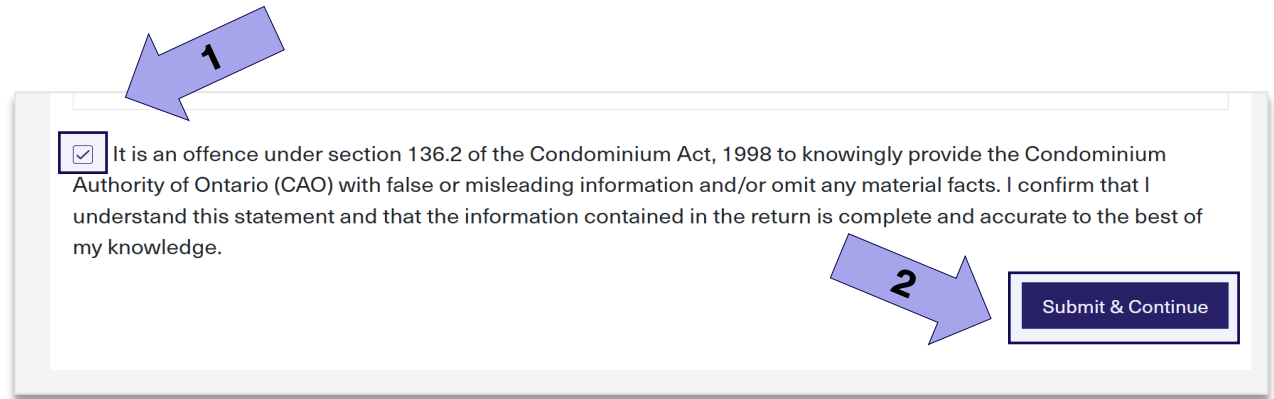
Information Displayed

The image above shows an example of an NOC. The specific details displayed may vary depending on the information the corporation selects and updates during the filing process.

Step 2: Review & Submit

You are almost ready to submit your condo corporation's NOC.

1. Read the **acknowledgment message** and select the **checkbox** to confirm your understanding of the statement and that the updated information is complete and accurate.
2. To make changes or corrections to information, click the **edit button** .
3. Click **Submit & Continue**.



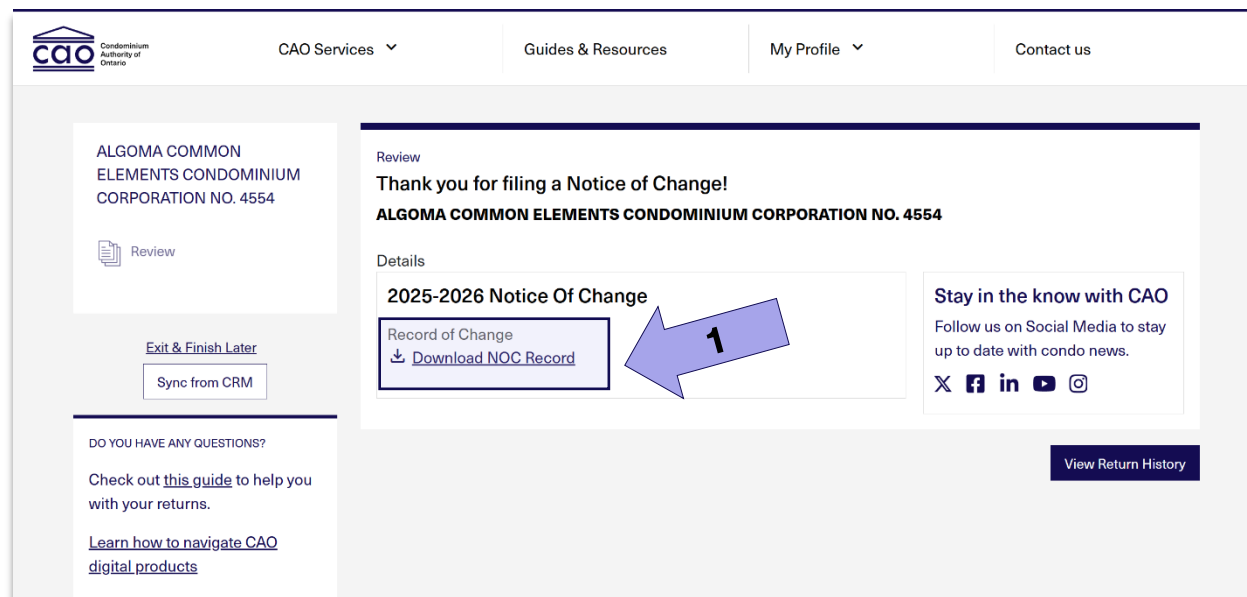
The screenshot shows a confirmation box with a light gray background. A blue arrow labeled '1' points to a checkbox on the left. The text next to the checkbox reads: 'It is an offence under section 136.2 of the Condominium Act, 1998 to knowingly provide the Condominium Authority of Ontario (CAO) with false or misleading information and/or omit any material facts. I confirm that I understand this statement and that the information contained in the return is complete and accurate to the best of my knowledge.' A second blue arrow labeled '2' points to a dark blue button with white text that says 'Submit & Continue'.

Note: If updates are required after submitting your NOC, your corporation must file and submit a new NOC. Corporations can file as many NOCs as needed throughout their fiscal year, provided there are no outstanding condo returns that need to be filed.

Step 3: Download PDF

Once your NOC is submitted, the system automatically redirects you to a confirmation page where you can download a copy of the NOC for your condo corporation's records.

1. Click **Download NOC Record** to save or print the document.



Note: You can also find copies of all NOC records by viewing your corporation's returns history at any time.