

Notice Relating to Record of Owners

Information about a new owner that must be provided to the corporation

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.

Owner Information

Owner's Name

Last Name

First Name

My corporation is a common elements condominium corporation

Yes (If yes, complete part B only)

No (If no, complete Part A only)

Part A

Choose how you would like to identify your unit:

1. Unit's Full Address

Unit Number

Street Number

Street Name

PO Box

Concession

Rural Route

City/Town

Province

Postal Code

2. A statement of the unit's property identifier from the land registration system

Property Identification Number _____

3. Unit number and level number, plus a statement identifying the condominium plan, property or corporation

Unit number and the number or letter of the level of the unit (from the description for the corporation registered in the land registration system)

Clearly describe or identify the condominium plan, property or corporation (you may use the condominium plan number, condominium corporation number, an address for the corporation, or any other statement that clearly identifies the condominium plan, property, or corporation)

4. Unit number, plus a statement identifying the condominium plan, property or corporation

Unit number (the unit number from the unit's address) _____

Clearly describe or identify the condominium plan, property or corporation (you may use the condominium plan number, condominium corporation number, an address for the corporation, or any other statement that clearly identifies the condominium plan, property, or corporation)

Address for Service

My address for this service is (this address must be in Ontario)

Unit Number	Street Number	Street Name	PO Box
Concession		Rural Route	
City/Town		Province ON	Postal Code

Electronic Address for Service (Optional)

My electronic address for this service is (this address must be an email address or other method of electronic communication)

By providing an electronic address for service, you consent to receive notices and other materials from your condo corporation by electronic means and in accordance with your corporation's by-laws. If in the future your electronic address for service changes or you would prefer to receive notices physically (i.e., personally or by mail), please send a written request to your corporation.

Part B

Identify the parcel of tied land to which the common interest of the owner attaches under s. 139 (2) (a) of the *Condominium Act, 1998*:

Choose one of the following:

1. Legal description of your parcel of tied land

2. A statement of the property identifier for your parcel of tied land from the land registration system

Property Identification Number _____

3. **The full address of your parcel of tied land to which the common interest of the owner attaches under clause 139 (2) (a) of the *Condominium Act, 1998***

Unit Number	Street Number	Street Name	PO Box
Concession		Rural Route	
City/Town		Province	Postal Code

Clearly describe or identify the condominium plan, property or corporation (you may use the condominium plan number, condominium corporation number, an address for the corporation, or any other statement that clearly identifies the condominium plan, property, or corporation)

Address for Service

My address for this service is (this address must be in Ontario)

Unit Number	Street Number	Street Name	PO Box
Concession		Rural Route	

City/Town

Province
ON

Postal Code

Electronic Address for Service (Optional)

My electronic address for this service is (this address must be an email address or other method of electronic communication)

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Printed Name

Date (yyyy/mm/dd)