

*Condominium Act 1998*

**Summary of Lease or Renewal  
(clause 83 (1) (b) of the *Condominium Act 1998*)**

To: \_\_\_\_\_ Condominium Corporation No. \_\_\_\_\_

1. This is to notify you that:

a written or oral (*circle whichever is applicable*): a. lease b. sublease c. assignment of lease

**OR**

a *renewal* of a written or oral (*circle whichever is applicable*):

a. lease b. sublease c. assignment of lease

has been entered into for:

**Unit(s):** \_\_\_\_\_ **Level(s):** \_\_\_\_\_ **Suite no.:** \_\_\_\_\_ (*include any parking or storage units that have been leased*)

on the following terms:

**Name(s) of lessee(s) (tenant(s)) (or sublessee(s)):** Telephone number Fax number (if any)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Commencement date:** \_\_\_\_\_ **Termination date:** \_\_\_\_\_

**Option(s) to renew (set out details):** \_\_\_\_\_

**Rental payments:** \_\_\_\_\_  
(provide amount and when due)

**Other information: (at the option of the owner):** \_\_\_\_\_

2. I/We have provided the (*circle whichever is applicable*): a. lessee(s) b. sublessee(s)  
with a copy of the Declaration, Bylaws, 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 (*circle whichever is applicable*): a. lease b. sublease c. assignment of lease is terminated.

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_.

\_\_\_\_\_  
*signature of owner(s)*

\_\_\_\_\_  
*signature of owner(s)*