

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)