

**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)