**Ministry of Government and Consumer Services**

## Back to Fillable Form

**Print Form**

**Request for Records**

# 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.

**To**: Condominium corporation (corporation name)

**Requester:**

1. I am an owner mortgagee purchaser of a unit or a common interest in the corporation

I affirm that this request for records is solely related to my interests as an owner, a purchaser or a mortgagee, having regard to the purposes of the *Condominium Act, 1998*

1. My name
2. Date (yyyy/mm/dd)
3. Identify the unit or common interest referred to in question 1 above
4. My mailing address (located in Ontario):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Number | Street Number | Street Name | | PO Box |
| City/Town | | | Province  Ontario | Postal Code |

1. My Email Address (optional)
2. My Telephone Number (optional)

For communications about this request, I would prefer to be contacted by Mail Email Phone

**Agent for requester:**

1. I am a duly authorized agent of owner mortgagee purchaser of a unit or a common interest in the corporation

I affirm that this request for records is solely related to my principal’s interests as an owner, a purchaser or a mortgagee, having regard to the purposes of the *Condominium Act, 1998*

1. My name
2. Date (yyyy/mm/dd)
3. Name of owner/mortgagee/purchaser
4. Identify the unit or common interest referred to in question 1 above
5. My mailing address (located in Ontario):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Number | Street Number | Street Name | | PO Box |
| City/Town | | | Province  Ontario | Postal Code |

1. My Email Address (optional)
2. My Telephone Number (optional)

For communications about this request, I would prefer to be contacted by Mail Email Phone

**Request for core records**

## Requested Records

Condominium corporation declaration

**Requested format** Electronic Paper

By selecting “electronic” format, you agree to receive the requested records by electronic communication.

If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the *Condominium Act, 1998*. You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(a)(vi) of Ontario Regulation 48/01 under the *Condominium Act, 1998*.

If you selected “electronic” format: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:

I wish to examine the record in person in paper form

I wish to receive delivery of a copy of the record in paper form I wish to pick up a copy of the record in paper form

Note: the board’s response will set out the location where you can examine the record or pick-up a copy in person If you selected “paper” format: please select from one the following options:

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Condominium corporation by-laws

**Requested format** Electronic Paper

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Condominium corporation rules

**Requested format** Electronic Paper

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Record of owners and mortgagees

**Requested format** Electronic Paper

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Record of notices relating to leases of units under s. 83 of the *Condominium Act, 1998*

**Requested format** Electronic Paper

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Periodic information certificates from the past 12 months

**Requested format** Electronic Paper

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Budget for the corporation’s current fiscal year, including any amendments

**Requested format** Electronic Paper

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Most recent approved financial statements

**Requested format** Electronic Paper

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Most recent auditor’s report

**Requested format** Electronic Paper

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The current plan for future funding of the reserve fund

**Requested format** Electronic Paper

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Mutual use agreements (also known as shared facilities or reciprocal agreements) mentioned in ss. 113 or 154 (5) of the

*Condominium Act, 1998*

**Requested format** Electronic Paper

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Minutes of meetings held within the last 12 months

**Type of meeting** Board's meeting Owners' meeting

**Date or dates** (yyyy/mm/dd)

(meeting must have been held be after Nov. 1, 2017 and within the last 12 months)

**Requested format** Electronic Paper

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Additional records specified in a by-law of the corporation

## Specify

**Date or date-range of records**

**Requested format** Electronic Paper

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1.

Requested record

Date or date-range of records

**‒**

**Requested format**

Electronic

Paper

**Request for non-core records**

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2. Requested record Date or date-range of records **‒**



**Requested format** Electronic Paper

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