

**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.

Condominium corporation's name

**Requester's Information**

Requester's Last Name

Requester's First Name

This form must be returned by the requester to the condominium corporation in the following manner:

**Requested Records (to be filled out by the board)**

1. Requested record

The requested date or date-range of records

 The Board has determined that you may not examine or obtain a copy of this record, for the following reasons: The Board has determined that you may examine or obtain a copy of this record. See below for information about how you may access the record and any applicable costs.The record is a core record:  Yes  No

In your request for records, you requested access to this record in the following way:

The record is kept by the corporation in the following form (if the record is kept by the corporation in both electronic and paper form, please select electronic form below):

The method of electronic communication that the board will use to deliver electronic copies of records is:

**How the records will be accessed**

If the record is a core record, and the requester requires electronic delivery, and the record is kept by the corporation in electronic form, then please fill out the below:

The records are being delivered to you:

 at the email address you provided in your request for records. through the following other method of electronic communication determined by a resolution of the board (See s. 13.3 (5) of Ontario Regulation 48/01):

**You do not need to return this form to the corporation.**

**If the record is a core record, and the requester requires electronic delivery, and the record is kept by the corporation in paper form, then please fill out below:**

The records will be delivered to you at:

the address you provided in your request for records.

the following address:

**You do not need to return this form to the corporation.**

**If the record is either a core or non-core record, the requester requires paper delivery, and the record is kept by the corporation in paper or electronic form, then please fill out the below:**

**OR**

**If the record is a non-core record, the requester requires electronic delivery, and the record is kept by the corporation in paper form, then please fill out the below:**

The records will be delivered to you at:

the address you provided in your request for records.

the following address:

Please fill out the requester confirmation below, along with payment of the total estimated fee (if any).

**If the record is a non-core record, the requester requires electronic delivery, and the record is kept by the corporation in electronic form, then please fill out the below:**

The records will be delivered to you electronically. Please fill out the requester confirmation below, along with payment of the total estimated fee (if any).

**If the record is either a core or non-core record, the requester requires pick up, and the record is kept by the corporation in paper or electronic form, then please fill out the below:**

The records will be made available for pick-up at \_\_\_\_\_

Location

at the following time \_\_\_\_\_

Date and Time

Please fill out the requester confirmation below, along with payment of the total estimated fee (if any).

**If the record is either a core or non-core record, the requester requires examination in person, and the record is kept by the corporation in electronic or paper form, then please fill out the below:**

The records will be made available for examination at \_\_\_\_\_

Location

at the following time \_\_\_\_\_

Date and Time

Please fill out the requester confirmation below, along with payment of the total estimated fee (if any).

**Only fill out the below if you have fees associated with your request**

**Estimate of the fee for providing access to the records**

The total estimated fee (if any) must be paid to the corporation before you get access to the records.

The charge for printing and copying costs can be no more than 20 cents/page. The estimate for labour and delivery costs must be a reasonable estimate of the amount required to reimburse the corporation for the actual labour and delivery costs that the corporation has incurred or will incur in providing access to the records. There are additional special cost rules for core records. See in particular ss. 13.3(8) and (9) of O. Reg. 48/01 for more information.

**Printing and copying**

Estimated number of pages to be printed or copied

Cost per page

Total estimated printing and copying fee

**Labour**

During the examination ▼

Estimated number of hours	Cost per hour	Total
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Other labour for providing access to the records ▼

Estimated number of hours	Cost per hour	Total
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**Delivery**

Total estimated delivery fee

**Total estimated cost**

**Confirmation (to be filled out by the requester)**

I confirm I wish to proceed with this records request.

Printed Name

Date (yyyy/mm/dd)

**If the record is either a core or non-core record, and the requester requires paper delivery, and the record is kept by the corporation in paper or electronic form, then please fill out the below:**

**OR**

**If the record is a non-core record, the requester requires electronic delivery, and the record is kept by the corporation in paper form, then please fill out the below:**

You may propose a different address in Ontario you want the records to be delivered to:

You must also return this form to the corporation along with payment of the total estimated fee (if any).

**If the record is a non-core record, the requester requires electronic delivery, and the record is kept by the corporation in electronic form, then please fill out the below:**

The records will be delivered to you in electronic form. If the method of electronic communication identified above includes email, please enter the email address you want the records to be delivered to.

**If the record is either a core or non-core record, and the requester requires pick up, and the record is kept by the corporation in paper or electronic form, then please fill out the below:**

**OR**

**If the record is either a core or non-core record, the requester requires examination in person, and the record is kept by the corporation in electronic or paper form, then please fill out the below:**

You may propose a different location and time for pick-up or examination, to be agreed on with the corporation:

**Note:** All references to requester in this form include an agent for the owner, mortgagee or purchaser making the request.