

**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.

**1. General information about the corporation**

Name of the condominium corporation

The address for service of the corporation

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

 The condominium manager, management provider, or any other person responsible for management of the property  Not applicable

Name	Address for Service	Email Address (optional)
i.		
ii.		
iii.		

Additional ways to deliver requests for records to the corporation

 The corporation has a mailing address for receiving requests for records, in addition to the addresses for service identified above  Not applicable

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

 The corporation has an email address or other method of electronic communication for receiving requests for records, in addition to the addresses identified above:  Not applicable

**Instruction for the person filling out this form:** If a corporation keeps a record in electronic form, the board is required to pass a resolution setting out the method of electronic communication that a requester can agree to (in a request for records) as the record delivery method. If the corporation has passed such a resolution, the method of electronic communication is:

**Number of leased units**

 The corporation has received notice under s. 83 of the *Condominium Act, 1998* that \_\_\_\_\_ unit(s) was/were leased during the current fiscal year.

## 2. Directors and officers of the corporation

Name	Position/Title	Address for Service	Email Address (optional)
i.	<input type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act Title		
ii.	<input type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act Title		
iii.	<input type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act Title		

iv.	<input type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act Title		
v.	<input type="checkbox"/> Director <input type="checkbox"/> Officer a. <input type="checkbox"/> is a party to a legal action to which the corporation is a party b. <input type="checkbox"/> was a party to a legal action that has resulted in an outstanding judgment against the corporation or the director c. <input type="checkbox"/> has contributions to the common expenses that are in arrears for 60 days or more d. <input type="checkbox"/> has not completed the prescribed training within the prescribed time under clause 29 (2) (e) of the Act Title		

**3. Insurance information about the corporation**

The corporation has obtained and maintained all of the insurance required by the *Condominium Act, 1998* or that is otherwise legally required, at all times during the current fiscal year.

Yes     No    ► The corporation has not obtained and maintained the following required insurance:

If an owner, a lessee of an owner or a person residing in the owner's unit causes damage to the condo property, the condo corporation may be required to add the cost of repairing the damage or the deductible limit of the corporation's required insurance policy, whichever is less, to the owner's common expenses, or the corporation may seek to recover the amount from the owner in another manner. This could be affected by a by-law the corporation may have passed under s. 56 (1)(i) of the *Condominium Act, 1998*.

Complete the following information for each insurance policy of the corporation:

Insurance Policy (Instruction: Provide a brief description)	Deductible (Instruction: Provide a brief description of the deductible and the amount of the deductible)	With respect to this deductible, the maximum amount that could be added to an owner's common expenses under s. 105 (2) of the <i>Condominium Act, 1998</i> or as a result of a by-law passed under s. 56 (1) (i) of the Act.
i.		
ii.		
iii.		
iv.		

Insurance Policy (Instruction: Provide a brief description)	Deductible (Instruction: Provide a brief description of the deductible and the amount of the deductible)	With respect to this deductible, the maximum amount that could be added to an owner's common expenses under s. 105 (2) of the <i>Condominium Act, 1998</i> or as a result of a by-law passed under s. 56 (1) (i) of the Act.
v.		

The Corporation has obtained and maintained the insurance policy described in section 39 of the *Condominium Act, 1998*

Yes  No

If no, an explanation may be provided here

The Corporation has obtained and maintained the insurance policy described in section 99 of the *Condominium Act, 1998*

Yes  No

If no, an explanation may be provided here

The Corporation has obtained and maintained the insurance policy described in section 102 of the *Condominium Act, 1998*

Yes  No

If no, an explanation may be provided here

The corporation has or had a legal obligation to maintain insurance, aside from the insurance described in section 39, 99, and 102, at any time during the fiscal year

Yes  No

If no, an explanation may be provided here

#### Information about the "standard unit"

The standard unit is described in a by-law made under s. 56 (1) (h) of the *Condominium Act, 1998*

▶ The bylaw number is \_\_\_\_\_

The standard unit is not described in a bylaw made under s. 56 (1) (h) of the *Condominium Act, 1998*

If the standard unit is not described under s. 56 (1) (h) of the *Condominium Act, 1998* the corporation may have a schedule, referred to in s. 43(5)(h) of the *Condominium Act, 1998* setting out what constitutes a standard unit

A certificate or memorandum of insurance for each of the corporation's current insurance policies is enclosed with this information certificate.

If no certificate or memorandum of insurance for each of the corporation's current insurance policies is enclosed, then an explanation may be provided here

## 4. Financial information about the corporation

### Budget

The budget of the corporation for the current fiscal is accurate and may result in:

a surplus of: \_\_\_\_\_

a deficit of: \_\_\_\_\_

neither a surplus nor a deficit

### Reserve Fund

The balance in the reserve fund | Date (yyyy/mm/dd) (the last day of the quarter to which the information certificate relates)

The balance of the reserve fund at the beginning of the current fiscal year was:

In accordance with the budget of the Corporation for the current fiscal year, the annual contribution to be made to the reserve fund in the current fiscal year is:

The anticipated expenditures to be made from the reserve fund in the current fiscal year, in accordance with the corporation's budget, amount to:

Description of expenditure	Amount
i.	
ii.	
iii.	
iv.	
v.	

The current plans, if any, to increase the reserve fund under a plan proposed by the board under subsection 94(8) of the *Condominium Act, 1998* for future funding of the reserve fund are

The corporation has an outstanding claim for payment out of the guarantee fund under the *Ontario New Home Warranties Plan Act*:

Yes  No

If Yes, ▼

Description of claim	Status
i.	
ii.	
iii.	
iv.	
v.	

A description of the corporation's outstanding claims, and their status (if any), is included as a separate document along with this certificate.

The corporation is currently a party to a legal action:

Yes  No

1. Style of Cause or Case name	Status
--------------------------------	--------

There are damages, compensation or costs claimed by the corporation in this legal action:  Yes  No

▶ Total amount claimed by the corporation is  Do Not Know

There are damages, compensation or costs claimed against the corporation in this legal action:  Yes  No

▶ Total amount claimed against the corporation is  Do Not Know

An insurer under an insurance policy of the corporation: (Please select one that applies)

1. has informed the corporation that the damages, compensation or costs (or any portion thereof) claimed against the corporation is covered by the policy;

The amount of the coverage according to the information provided by the insurer is  
(please provide the amount of coverage for each claim against the corporation in this legal action)

2. has informed the corporation that the damages, compensation or costs (or any portion thereof) claimed against the corporation is not covered by the policy;

3. has not provided information to the corporation whether or not any portion of the damages, compensation or costs claimed against the corporation is covered;

If number 3 is selected, an explanation may be provided here

**5. Legal actions relating to the corporation**

If Yes, ▼

The corporation has made a claim under an insurance policy in respect of the damages, compensation or costs claimed against the corporation:  Yes  No

An insurer has informed the corporation whether any portion of the legal costs or expenses incurred by the corporation in connection with this legal action are covered by an insurance policy:  Yes  No

▶ The amount of the coverage according to the information provided by the insurer is (please provide the amount of coverage for each claim against the corporation in this legal action)  Do Not Know

The corporation has made a claim under an insurance policy in respect of any portion of the legal costs or expenses incurred by the corporation in connection with this legal action:  Yes  No

2. Style of Cause or Case name	Status
--------------------------------	--------

There are damages, compensation or costs claimed by the corporation in this legal action:  Yes  No

▶ Total amount claimed by the corporation is  Do Not Know

There are damages, compensation or costs claimed against the corporation in this legal action:  Yes  No

▶ Total amount claimed against the corporation is  Do Not Know

An insurer under an insurance policy of the corporation: (Please select one that applies)

1. has informed the corporation that the damages, compensation or costs (or any portion thereof) claimed against the corporation is covered by the policy;

The amount of the coverage according to the information provided by the insurer is (please provide the amount of coverage for each claim against the corporation in this legal action)

2. has informed the corporation that the damages, compensation or costs (or any portion thereof) claimed against the corporation is not covered by the policy;

3. has not provided information to the corporation whether or not any portion of the damages, compensation or costs claimed against the corporation is covered;

If number 3 is selected, an explanation may be provided here

The corporation has made a claim under an insurance policy in respect of the damages, compensation or costs claimed against the corporation:  Yes  No

An insurer has informed the corporation whether any portion of the legal costs or expenses incurred by the corporation in connection with this legal action are covered by an insurance policy:  Yes  No

▶ The amount of the coverage according to the information provided by the insurer is (please provide the amount of coverage for each claim against the corporation in this legal action)  Do Not Know

The corporation has made a claim under an insurance policy in respect of any portion of the legal costs or expenses incurred by the corporation in connection with this legal action:  Yes  No

3. Style of Cause or Case name	Status
--------------------------------	--------

There are damages, compensation or costs claimed by the corporation in this legal action:  Yes  No

▶ Total amount claimed by the corporation is  Do Not Know

There are damages, compensation or costs claimed against the corporation in this legal action:  Yes  No

▶ Total amount claimed against the corporation is  Do Not Know

An insurer under an insurance policy of the corporation: (Please select one that applies)

1. has informed the corporation that the damages, compensation or costs (or any portion thereof) claimed against the corporation is covered by the policy;

The amount of the coverage according to the information provided by the insurer is: \_\_\_\_\_  
(please provide the amount of coverage for each claim against the corporation in this legal action)

2. has informed the corporation that the damages, compensation or costs (or any portion thereof) claimed against the corporation is not covered by the policy;

3. has not provided information to the corporation whether or not any portion of the damages, compensation or costs claimed against the corporation is covered;

If number 3 is selected, an explanation may be provided here

The corporation has made a claim under an insurance policy in respect of the damages, compensation  Yes  No or costs claimed against the corporation:

An insurer has informed the corporation whether any portion of the legal costs or expenses incurred by  Yes  No the corporation in connection with this legal action are covered by an insurance policy:

► The amount of the coverage according to the information provided by the insurer is (please  Do Not Know provide the amount of coverage for each claim against the corporation in this legal action)

The corporation has made a claim under an insurance policy in respect of any portion of the legal costs  Yes  No or expenses incurred by the corporation in connection with this legal action:

4. Style of Cause or Case name	Status
--------------------------------	--------

There are damages, compensation or costs claimed by the corporation in this legal action:  Yes  No

► Total amount claimed by the corporation is  Do Not Know

There are damages, compensation or costs claimed against the corporation in this legal action:  Yes  No

► Total amount claimed against the corporation is  Do Not Know

An insurer under an insurance policy of the corporation: (Please select one that applies)

1. has informed the corporation that the damages, compensation or costs (or any portion thereof) claimed against the corporation is covered by the policy;

The amount of the coverage according to the information provided by the insurer is  
(please provide the amount of coverage for each claim against the corporation in this legal action)

2. has informed the corporation that the damages, compensation or costs (or any portion thereof) claimed against the corporation is not covered by the policy;

3. has not provided information to the corporation whether or not any portion of the damages, compensation or costs claimed against the corporation is covered;

If number 3 is selected, an explanation may be provided here

The corporation has made a claim under an insurance policy in respect of the damages, compensation  Yes  No or costs claimed against the corporation:

An insurer has informed the corporation whether any portion of the legal costs or expenses incurred by  Yes  No the corporation in connection with this legal action are covered by an insurance policy:

► The amount of the coverage according to the information provided by the insurer is (please  Do Not Know provide the amount of coverage for each claim against the corporation in this legal action)

The corporation has made a claim under an insurance policy in respect of any portion of the legal costs  Yes  No or expenses incurred by the corporation in connection with this legal action:

5. Style of Cause or Case name	Status
--------------------------------	--------

There are damages, compensation or costs claimed by the corporation in this legal action:  Yes  No

► Total amount claimed by the corporation is  Do Not Know

There are damages, compensation or costs claimed against the corporation in this legal action:  Yes  No

► Total amount claimed against the corporation is \_\_\_\_\_  Do Not Know

An insurer under an insurance policy of the corporation: (Please select one that applies)

1. has informed the corporation that the damages, compensation or costs (or any portion thereof) claimed against the corporation is covered by the policy;

The amount of the coverage according to the information provided by the insurer is \_\_\_\_\_  
(please provide the amount of coverage for each claim against the corporation in this legal action)

2. has informed the corporation that the damages, compensation or costs (or any portion thereof) claimed against the corporation is not covered by the policy;

3. has not provided information to the corporation whether or not any portion of the damages, compensation or costs claimed against the corporation is covered;

If number 3 is selected, an explanation may be provided here

The corporation has made a claim under an insurance policy in respect of the damages, compensation or costs claimed against the corporation:  Yes  No

An insurer has informed the corporation whether any portion of the legal costs or expenses incurred by the corporation in connection with this legal action are covered by an insurance policy:  Yes  No

► The amount of the coverage according to the information provided by the insurer is (please provide the amount of coverage for each claim against the corporation in this legal action)  Do Not Know

The corporation has made a claim under an insurance policy in respect of any portion of the legal costs or expenses incurred by the corporation in connection with this legal action:  Yes  No

## 6. Outstanding judgements relating to the corporation

The corporation currently has outstanding judgments against it:

Yes  No

A copy of any outstanding judgment is enclosed with this information certificate

1. Case name \_\_\_\_\_

If there are outstanding judgments, an explanation may be provided here

The judgement requires the corporation to pay damages, compensation or costs:

Yes ► Total amount of damages, compensation or costs is \_\_\_\_\_

No

An insurer under an insurance policy of the corporation: (please select one that applies)

1. has informed the corporation that the damages, compensation or costs (or any portion thereof) is covered by the policy;

The amount of the coverage according to the information provided by the insurer is \_\_\_\_\_  
(please provide the amount of coverage for each claim against the corporation in the outstanding judgment)

2. has informed the corporation that the damages, compensation or costs (or any portion thereof) is not covered by the policy;

3. has not provided information to the corporation whether or not any portion of the damages, compensation or costs is covered;

If number 3 is selected, an explanation may be provided here

The corporation has made a claim under an insurance policy in respect of the damages, compensation or costs:

Yes  No

2. Case name \_\_\_\_\_



If there are outstanding judgments, an explanation may be provided here

The judgement requires the corporation to pay damages, compensation or costs:

- Yes    ► Total amount of damages, compensation or costs is \_\_\_\_\_
- No

An insurer under an insurance policy of the corporation: (please select one that applies)

1. has informed the corporation that the damages, compensation or costs (or any portion thereof) is covered by the policy;  
The amount of the coverage according to the information provided by the insurer is \_\_\_\_\_  
(please provide the amount of coverage for each claim against the corporation in the outstanding judgment)

2. has informed the corporation that the damages, compensation or costs (or any portion thereof) is not covered by the policy;

3. has not provided information to the corporation whether or not any portion of the damages, compensation or costs is covered;

If number 3 is selected, an explanation may be provided here

The corporation has made a claim under an insurance policy in respect of the damages, compensation or costs:

- Yes     No

3. Case name

If there are outstanding judgments, an explanation may be provided here

The judgement requires the corporation to pay damages, compensation or costs:

- Yes    ► Total amount of damages, compensation or costs is \_\_\_\_\_
- No

An insurer under an insurance policy of the corporation: (please select one that applies)

1. has informed the corporation that the damages, compensation or costs (or any portion thereof) is covered by the policy;  
The amount of the coverage according to the information provided by the insurer is \_\_\_\_\_  
(please provide the amount of coverage for each claim against the corporation in the outstanding judgment)

2. has informed the corporation that the damages, compensation or costs (or any portion thereof) is not covered by the policy;

3. has not provided information to the corporation whether or not any portion of the damages, compensation or costs is covered;

If number 3 is selected, an explanation may be provided here

The corporation has made a claim under an insurance policy in respect of the damages, compensation or costs:

- Yes     No

4. Case name

If there are outstanding judgments, an explanation may be provided here

The judgement requires the corporation to pay damages, compensation or costs:

- Yes    ► Total amount of damages, compensation or costs is \_\_\_\_\_
- No

An insurer under an insurance policy of the corporation: (please select one that applies)

1. has informed the corporation that the damages, compensation or costs (or any portion thereof) is covered by the policy;

The amount of the coverage according to the information provided by the insurer is \_\_\_\_\_  
(please provide the amount of coverage for each claim against the corporation in the outstanding judgment)

2. has informed the corporation that the damages, compensation or costs (or any portion thereof) is not covered by the policy;

3. has not provided information to the corporation whether or not any portion of the damages, compensation or costs is covered;

If number 3 is selected, an explanation may be provided here

The corporation has made a claim under an insurance policy in respect of the damages, compensation or costs:

Yes  No

5. Case name

If there are outstanding judgments, an explanation may be provided here

The judgement requires the corporation to pay damages, compensation or costs:

Yes  No  Total amount of damages, compensation or costs is \_\_\_\_\_

No

An insurer under an insurance policy of the corporation: (please select one that applies)

1. has informed the corporation that the damages, compensation or costs (or any portion thereof) is covered by the policy;

The amount of the coverage according to the information provided by the insurer is \_\_\_\_\_  
(please provide the amount of coverage for each claim against the corporation in the outstanding judgment)

2. has informed the corporation that the damages, compensation or costs (or any portion thereof) is not covered by the policy;

3. has not provided information to the corporation whether or not any portion of the damages, compensation or costs is covered;

If number 3 is selected, an explanation may be provided here

The corporation has made a claim under an insurance policy in respect of the damages, compensation or costs:

Yes  No

#### 7. Disclosure information from directors of the corporation

Copies of statements and information provided to the board during the current fiscal year under section 11.10 of O. Reg. 48/01 under the *Condominium Act, 1998* are enclosed with this information certificate

#### 8. Compliance information about the corporation

The corporation has complied with all returns obligations, if any, under Part II.1 of the *Condominium Act, 1998* during the current fiscal year:

Yes  No

If no, provide a brief statement describing the failure to comply

The corporation complied with its assessment fee obligations, if any, under s. 1.30 (6) of the *Condominium Act, 1998* during the current fiscal year:

Yes  No

If no, provide a brief statement describing the failure to comply

A copy of any compliance order made by a Registrar directing the corporation, or a director or officer of the corporation, to comply with subsection 1.30(6), any provision of Part II.1 or subsection 132 (9) of the *Condominium Act, 1998*, is enclosed with this certificate, unless the corporation, director or officer of the corporation, has taken the required steps for a hearing by the License Appeal Tribunal in respect of the compliance order, under section 134.1 of the *Condominium Act, 1998*.

Yes       Not applicable

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**9. Other information about the corporation that is required by a corporation's by-laws**

Not applicable

A by-law of the corporation requires additional information to be included with this certificate. The additional information required by the by-law is included below, or is enclosed with this certificate as a separate document.

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**Note for common elements condominium corporations:** If your corporation is a common elements condominium corporation, all references in this form to "unit(s)" should be read as references to "common interest(s) in the corporation," and all references to "unit owner(s)" should be read as references to "the owner(s) of a common interest in the corporation".

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

                day of month                          month                          year