

# SUMMARY OF LEASE OR RENEWAL

(83 (1) (b) of the Condominium Act, 1998)

THE OWNER/LANDLORD IS REQUIRED BY LAW TO PROVIDE THE CONDOMINIUM CORPORATION WITH TENANT INFORMATION (SUMMARY OF LEASE OR RENEWAL). THIS FORM IS KEPT BY THE MANAGEMENT COMPANY AND IS USED SOLELY FOR THE PURPOSE OF MAINTAINING ACCURATE AND UP-TO-DATE CORPORATION RECORDS, AND TO BE ABLE TO CONTACT UNIT RESIDENTS IN THE EVENT OF AN EMERGENCY. PLEASE PROVIDE THE FOLLOWING INFORMATION AND RETURN IT TO THE ADDRESS, FAX OR EMAIL BELOW:

RE:: Condominium Corporation No. \_\_\_\_\_ Unit \_\_\_\_  
c/o Trademark Property Management Ltd.  
607 Queens Ave  
London ON N6B 1Y9  
or Email: [contact@trademarkltd.com](mailto:contact@trademarkltd.com)

This is to notify you that: *[Strike out whichever is not applicable]:*

**a written or oral lease OR a renewal of a written or oral lease has been entered into for:**

Name of tenant(s) [lessee(s)] \_\_\_\_\_

Telephone number of tenant(s) \_\_\_\_\_

Fax number, if any \_\_\_\_\_

Commencement date \_\_\_\_\_ Termination date \_\_\_\_\_

## Vehicle Registration Information (Make, Model & License Plate No.):

Vehicle 1: \_\_\_\_\_ Vehicle 2: \_\_\_\_\_

Option(s) to renew (set out details) \_\_\_\_\_

Rental payments: Amount \$ \_\_\_\_\_ Due \_\_\_\_\_

Other information (at the option of the owner) \_\_\_\_\_

2. I (We) have provided the lessee(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 lease is terminated.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Signature of Owner(s)*

\_\_\_\_\_  
*Print name of Owner(s)*

\_\_\_\_\_  
*Owner's address*

\_\_\_\_\_  
*Owner's telephone number, fax number (if any)*

\_\_\_\_\_  
*Owner's Email address (if any)*