*FILE* 931*:*

# TENANT INFORMATION FORM

## TENANT STATEMENT OF UNDERTAKING

I, the undersigned, as tenant of the Unit do hereby undertake on behalf of myself and any residents or occupants of the said Unit that I shall comply with the provisions of the *Condominium Act,* as amended, and the Regulations made thereunder, as amended, and also the Declaration, By-laws and Rules of the Corporation. [as per 931 Declaration 3.1(b)]

**Primary Tenant's Signature**: _____ Date: _____, 20____

Primary Tenant's Name: _____

Address: _____ City: _____ Province: ____ Postal Code: _____

Tel. No.: _____ _____ _____
(home) (work) (cell)

Email: _____ Parking No.: _____ Licence Plate: _____

Emergency Assistance Notes (incl. Pets): _____

**Secondary Tenant's Signature**: _____ Date: _____, 20____

Secondary Tenant's Name: _____

Tel. No.: _____ _____ _____
(home) (work) (cell)

Email: _____ Parking No.: _____ Licence Plate: _____

**Additional Tenant's Signature**: _____ Name: _____

Cell No.: _____ Email: _____

**Additional Tenant's Signature**: _____ Name: _____

Cell No.: _____ Email: _____

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## RENTAL MANAGER INFORMATION

Rental Manager: _____ Company: _____

Mailing Address: _____ City: _____ Province: ____ Postal Code: _____

Tel. No.: _____ _____
(work) (cell)

Email: _____

☐ All Management and Corporation correspondence is to be sent to the Rental Manager with authority to act on the owner's behalf. Documented authorization is attached. The Rental Manager is responsible to forward any documentation to the owner including AGM packages and arrears notices. Initial: _____

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Once completed, please return this form to:
**Condominium Management Group**
434 Queen Street Ottawa, ON K1R 7V7
or Email to: smacdonald@condogroup.ca
or Fax to: 1-613-237-3533

*FILE* 931*:*

# FORM 5

## SUMMARY OF LEASE OR RENEWAL

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

**To**: CCC/OCCC/OCSCC 931

**1. This is to notify you that:**

a written or oral lease, sublease, assignment of lease
***(strike out whichever is not applicable)***
**OR**
a renewal of a written or oral lease, sublease, assignment of lease has been entered into for:
***(strike out whichever is not applicable)***

**Unit(s)** ....., **Level(s)** .....

**Parking** .....
*(include any parking or storage units that have been leased)*

**On the following terms:**

**Name of lessee(s) (or sublessee(s)):** .....

**[Attach completed Tenant Information Form]**

**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 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 lease, sublease, assignment of lease is terminated.**

**Dated this** ..... **day of** ..... , 20.....

..... .....
***(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)*** ***(e-mail address, if any)***

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