

**Form 5**

*Condominium Act, 1998*

**SUMMARY OF LEASE OR RENEWAL**  
(clause 83 (1) (b) of the *Condominium Act, 1998*)

TO: ..... (name of condominium corporation)

1. This is to notify you that:

*[Strike out whichever is not applicable:*

a written or oral *(strike out whichever is not applicable: lease, sublease, assignment of lease)*

**OR**

a renewal of a written or oral *(strike out whichever is not applicable: lease, sublease, assignment of lease)]*

has been entered into for:

*[For all condominium corporations except common elements condominium corporations:*

Unit(s) ....., Level(s) ..... *(include any parking or storage units that have been leased)]*

*[In the case of a common elements condominium corporation:*

the common interest in the condominium corporation, being the interest attached to .....  
*(provide brief description of the parcel of land to which the common interest in the Condominium Corporation is attached)]*

on the following terms:

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

Telephone number: .....

Fax number, if any: .....

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 *(strike out whichever is not applicable: 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 *(strike out whichever is not applicable: lease, sublease, assignment of lease)* is terminated.

Dated this ..... day of ....., .....

.....  
*(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)*

.....  
*(fax number, if any)*