

LEASING OF SUITES – The Condominium Act, 1998 – Section 83

(1) An owner who leases or renews a lease of a suite shall, within 30 days of entering into the lease or the renewal, as the case may be, shall:

Notify the corporation that the suite is leased,

Provide the corporation with the lessee's name, the owner's address and a copy of the lease or renewal or a summary of it in the form prescribed in the Condominium Act 1998 and its regulations.

Provide the lessee with a copy of the declaration, by-laws and rules of the corporation.

(2) If a lease of a suite is terminated and not renewed, the owner shall notify the corporation in writing.

(3) The corporation shall maintain a record of the notices it receives under this section.

Form 5
Condominium Act, 1998

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

TO: TSCC or MTCC No. _____
c/o Horizon Property Management Inc.
1029 King Street W. Toronto ON M6K 3M9

1. This is to notify you that:

(strike out whichever is not applicable) a written or oral lease

OR

(strike out whichever is not applicable) a renewal of a written or oral lease

has been entered into for:

Unit # _____ Level # _____, being Suite # _____ at _____

and *(if applicable)*: Parking Unit # _____ Level _____, Locker Unit # _____ Level _____

on the following terms:

Name of Lessee(s): _____

Telephone Numbers: (home) _____ (work) _____

E-mail Address(s): _____

Commencement date: _____

Termination date: _____

Option(s) to renew: _____
(set out details)

Rental payments: _____ \$ _____ per month, due on: _____
(set out amount and when 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 the corporation in writing if the lease is terminated.

4. I (We) acknowledge that, as per the Declaration for the condominium corporation, no registered owner shall allow his tenant to sublet his Unit to a subtenant.

Dated this _____ day of _____, 20__ .

(signature of owner(s))

(print name of owner(s))

(address)

(city & postal code)

(home telephone no.)

(In the case of a corporation, affix corporate seal or add a statement that the persons have signing authority to bind the corporation).

(address)

(telephone number)

(fax number, if any)