

OWNER INFORMATION FORM

Attention: Owner(s) of _____ **Closing Date:** _____

In order to ensure that our records are accurate, all owners are requested to complete the following form and return it to our office as soon as possible when there has been a change of ownership or tenancy.

PRIMARY OWNER INFORMATION - Residency/Mailing Address

Name: _____ Date: _____, 20__

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

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

Email: _____

Locker/Storage No.(s): _____ Parking No.(s): _____ Licence Plate(s): _____

Emergency Assistance Notes (incl. Pets): _____

Emergency Contact: _____

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

SECONDARY OWNER INFORMATION - Residency/Mailing Address

Name: _____

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

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

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

Emergency Contact: _____

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

ADDITIONAL OWNERS INFORMATION

Name: _____ Email: _____

Name: _____ Email: _____

*In accordance with the *Condominium Act, 1998*, non-resident owners are required to furnish to Property Management firm with their off-site address and the appropriate tenant information. Should your mailing address not be that of the condo unit, please complete the following:

- Resident owner with non-resident mailing address (i.e. P.O. Box/holiday forwarding/Power of Attorney).
- Tenants are related to the owner (family).
- The unit is vacant until further notice (For Sale, For Rent, Under Renovations).
- The owner has attached the completed Tenant Information Form and Form 5.
- All Management and Corporation correspondence is to be sent to the Rental Manager with authority to act on the owner's behalf. Rental Manager Section on the Tenant Information Form is completed.

Once completed, please return this form to:
Capital Integral Property Management
205-1600 Laperriere Avenue, Ottawa, ON K1Z 8P5
or Email to: information@cimanagement.ca
or Fax to: 1-613-651-0306