

TENANT INFORMATION FORM

TENANT STATEMENT OF UNDERTAKING

"I covenant and agree that I, the members of my household, my guests and my invitees from time to time, will, in using the unit rented by me and the common elements, comply with the Condominium Act, the Declaration, the By-laws, and all rules and regulations of the condominium Corporation, during the term of my tenancy."
[408 Declaration Amendment VII A(c)]

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: _____

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: _____

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

FORM 5
SUMMARY OF LEASE OR RENEWAL
(Clause 83 (1) (b) of the *Condominium Act, 1998*)

To: CCC/OCCC/OCSCC _____

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)