

SUMMARY OF LEASE OR RENEWAL

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

THE OWNER/LANDLORD IS REQUIRED BY LAW TO PROVIDE THE CONDOMINIUM CORPORATION WITH TENANT INFORMATION (SUMMARY OF LEASE OR RENEWAL). THIS FORM IS KEPT BY THE MANAGEMENT COMPANY AND IS USED SOLELY FOR THE PURPOSE OF MAINTAINING ACCURATE AND UP-TO-DATE CORPORATION RECORDS, AND TO BE ABLE TO CONTACT UNIT RESIDENTS IN THE EVENT OF AN EMERGENCY. PLEASE PROVIDE THE FOLLOWING INFORMATION AND RETURN IT TO THE ADDRESS, FAX OR EMAIL BELOW:

RE:: Condominium Corporation No. _____ Unit _____
c/o Sapphire Condominium Management Inc.
907 Garibaldi Ave
London ON N5X 4J8
or Email: info@sapphirecondomgmt.ca

This is to notify you that: [*Strike out whichever is not applicable*]:

a written or oral lease OR a renewal of a written or oral lease has been entered into for:

Name of tenant(s) [lessee(s)] _____

Telephone number of tenant(s) _____

Fax number, if any _____

Commencement date _____ Termination date _____

Vehicle Registration Information (*Make, Model & License Plate No.*):

Vehicle 1: _____ Vehicle 2: _____

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

Rental payments: Amount \$ _____ 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 you in writing if the lease is terminated.

Dated this _____ day of _____, 20____.

Signature of Owner(s)

Print name of Owner(s)

Owner's address

Owner's telephone number, fax number (if any)

Owner's Email address (if any)