FILE 987 *:*

FORM 5

SUMMARY OF LEASE OR RENEWAL

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

To: CCC/OCCC/OCSCC 987

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**)*

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