



Ottawa-Carleton Standard Condominium Corporation No. 1009

Yard and Station Lofts

RULES



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Yard and Station Lofts

RULES

The following rules and regulations shall be observed by the owners. The term "owner" shall include the owner or any other person occupying the unit with the owner's approval, the term "property" shall include the units and the common elements comprising the Ottawa-Carleton Standard Condominium Corporation No. 1009 (the "Corporation"), and the term "common elements" shall include all exclusive use common elements unless otherwise specifically provided herein. Failure of the board of directors of the subject condominium (the "Board") or manager to enforce any rule and regulation on any occasion or occasions shall not be construed as a change in the rules and regulations or as permission to continue or repeat a breach of such rule or regulation.

Any losses, costs or damages incurred by the Corporation by reason of a breach of the rules in force from time to time by any owner, or by the owner's family, guests, tenants, agents or occupants of such owner's unit, shall be borne and/or paid for by such owner and may be recovered by the Corporation against such owner in the same manner as common expenses.

1. GENERAL

- 1.1 Use of the common elements and units shall be subject to the Rules which the Board may make to promote the safety, security or welfare of the owners and of the property or for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and of other units.
- 1.2 Rules as deemed necessary and altered from time to time by the Corporation shall be binding on all unit owners and occupants, their families, guests, visitors, servants or agents.
- 1.3 No owner or occupant shall create or permit the creation of or continuation of any noise or nuisance which, in the sole discretion of the Board, may or does disturb the comfort or quiet enjoyment of the property by other owners or occupants or their families, guests, visitors and persons having business with them. No noise resulting from the Owner's use of a Unit shall be permitted to be transmitted from one Unit to another. If the Board determines that any noise is being transmitted to another unit and that such noise is an annoyance or a nuisance or disruptive, then the Owner of such Unit shall at his expense take such steps as shall be necessary to abate such noise to the satisfaction of the Board. If the Owner of such Unit fails to abate the noise, the Board shall take such steps as it deems necessary to abate the noise and the Owner shall be liable to the Corporation for all expenses hereby incurred in abating the noise (including reasonable solicitor's fees).
- 1.4 Any repairs to the units shall be made only during reasonable hours as stipulated by the Board.
- 1.5 Filming of any movie for commercial purposes in any unit or on the common elements is prohibited except when authorized by written consent from the Board.

2. PETS

- 2.1 No owner or occupant of a unit shall maintain, keep or shelter any animal, livestock, reptile or fowl therein, other than household pets as herein and in the Declaration defined. For the purpose of this restriction upon the use and occupation of dwelling units, the term "household pets" shall mean a caged bird, aquarium fish, domestic cat and/or dog, however, without limiting the generality of the foregoing, owners are prohibited from keeping in any unit or in any other part of the property dogs which are trained as attack or security dogs and no breeding of pets shall be allowed.
- 2.2 If such household pet constitutes, in the Board's sole and unfettered discretion, a nuisance and causes unreasonable interference with the use and enjoyment by owners of other residential units and the common elements, in which event the Board may require the pet owner to permanently remove such pet from the property upon two weeks' written notice.

- 2.3 All permitted pets or animals must be controlled by hand-held leash or caged when on the common elements. No owner shall tie up a pet or animal on the common elements nor leave a pet or animal unattended thereon. Any dog or cat must wear a collar with the identification of its owner.
- 2.4 No pet shall be permitted to make excessive noise, and for the purpose of this provision, **“excessive noise”** shall mean noise which is annoying or disturbing to any owner, but nothing herein shall restrict the discretion of the Board or Property Management.
- 2.5 Unless within the confines of a dwelling unit, all dogs and cats shall be carried or leashed and this provision shall be applicable to the whole of the common elements, whether interior or exterior and pets shall not be allowed in the amenity areas. No pet shall be left unattended on the balcony or the exclusive use terrace.
- 2.6 Pet owners are required to "stoop and scoop" on the property. Pet owners should also ensure that the eventual disposal (including disposal of cat litter) is performed in a sanitary manner. No pet shall be permitted to soil or damage any part of the common elements whether by waste, excrement or otherwise, and in the event of same, the owner of the pet shall make good such damage and effect the removal of waste and save harmless the Corporation from any expense in connection therewith.
- 2.7 Anyone who keeps a pet on the property contrary to these rules (or any of them) shall receive a warning, and then, failing compliance with the Rules, shall receive written notice whereupon the Owner shall be required, within two (2) weeks of receipt of a written notice from the Board or the Property Management requesting the removal of such pet, permanently remove such pet from the property. The Board reserves the right to proceed without a written warning in the event that such pet causes a safety concern.
3. **LEASING AND OCCUPANCY**
 - 3.1 Owners leasing their dwelling and parking units and storage lockers shall obtain from the tenant(s) the form attached as Schedule 1 and file an executed copy with the Board prior to the date the tenant(s) takes possession of the unit. Owners shall file with the Board either a copy of any lease of any unit together with a copy of each renewal or termination of same or a summary of the terms on the form required by the Act which is attached as Schedule 2. In addition owners shall supply the Board with the license number of all motor vehicles that are parking in the parking garage.
 - 3.2 Units may be occupied only by those persons registered with the Corporation in Schedules 1 or 2 as tenants or authorized occupants.
 - 3.3 Owners shall ensure that their tenants comply with the provisions governing the use and occupation and leasing of dwelling units set forth in the Declaration and in the rules. If an owner fails to obtain the statement and covenant from the tenant in Schedule 1, any person or persons intending to reside in the owner's dwelling unit shall be considered to be an unauthorized person within the premises.
 - 3.4 The Owner shall be personally responsible for its tenants, and all actions of the occupants of the Unit, including liability for costs associated with the negligent actions of its tenants and/or occupants. In the event that legal action is commenced in order to enforce the Act, the Declaration and the rules, the owner shall be responsible for the costs of such legal enforcement.
 - 3.5 Within twenty (20) days of ceasing to lease the unit (or within twenty (20) days of being advised that the owner's tenant has vacated or abandoned such unit(s) as the case may be), the owner shall notify Property Management in writing that the unit is no longer rented.

4. SECURITY

- 4.1 No owner or occupant shall place or cause to be placed on the access doors to any unit, additional or alternate locks, without the prior written approval of the Board. If an owner or occupant should install a security system in the owner's unit, the owner shall provide the management company with sufficient information, or otherwise make arrangements satisfactory to the management company, to enable the management company to enter the unit on an emergency basis and disarm the security system. This rule and regulation shall not be applicable to the Declarant.
- 4.2 Under no circumstances shall building access devices be made available to anyone other than the Corporation, an owner or occupant of a unit. In addition, building access doors shall not be left unlocked or wedged open for any reason.
- 4.3 Residents who will be absent from their dwelling units for more than five (5) days shall advise the Property Manager of their period of absence and give the name, address and telephone number of a contact person during their absence or the names of persons who will be occupying the dwelling unit in such resident's absence.

5. SAFETY

- 5.1 No storage of coal or any combustible materials or offensive goods shall be kept in the units or on the common elements including firecrackers or other fireworks.
- 5.2 Owners and occupants shall not overload existing electrical circuits.
- 5.3 Common barbecues are available for use on a first come, first serve basis. Natural gas barbecues are permitted on the exclusive use terraces and balconies.
- 5.4 Owners or occupants of units shall ensure that the smoke detectors in the units and the carbon monoxide detectors, if required by the Ontario Building code, are in good operating order at all times and shall not tamper with nor cause them to unnecessarily activate. Owners shall not paint over the detectors. The Corporation or Property Management Company shall be entitled to access the Unit once per year to test the detectors, upon providing reasonable notice.

6. COMMON ELEMENTS

- 6.1 No one shall harm, mutilate, destroy, alter or litter the common elements or any of the landscaping work on the property including grass, trees, shrubs, hedges, flowers and flower beds.
- 6.2 No building, shed, structure or tent, shall be erected, placed, located, kept or maintained on the common elements and no trailer, either with or without living, sleeping or eating accommodation shall be placed, located, kept or maintained on the common elements including exclusive use common elements except as permitted under the Declaration and/or by-laws of the Corporation.
- 6.3 No television antenna, aerial, tower, satellite dishes or similar structure and appurtenances thereto shall be erected on or fastened to any unit or exclusive use area without the prior written consent of the Board.
- 6.4 No sign, advertisement or notice shall be inscribed, painted, affixed or placed on any part of the inside or outside of the buildings including unit windows or common elements including exclusive use common elements whatsoever except where authorized by the Board, or, in the case of the Declarant, expressly permitted under the Declaration.
- 6.5 The walkways, which are part of the common elements shall not be obstructed by any of the owners or occupants or used by them for any purpose other than for ingress and egress to and from the buildings, a unit or some other part of the common elements.

- 6.6 No goods and chattels may be left or stored on the common elements including exclusive use common elements, except as specifically authorized by the Declaration, By-laws and Rules of the Board.
- 6.7 All bicycles shall be stored in the designated bicycle storage areas on a first come, first serve basis. In addition, bicycles may be stored in the owner's storage lockers. No bicycles shall be placed, located, kept, maintained or stored on balconies.
- 6.8 Other than central air conditioning apparatuses installed in accordance with the Rules, only patio/lawn furniture is allowed on balconies and/or terraces, and only in season. All such items shall be safely secured. Umbrellas shall be permitted only on the exclusive use terraces and only at the owner's sole risk.
- 6.9 No clothesline shall be erected nor shall clothes be allowed to dry outside of a unit, unless such clothesline or clothestree is installed in full compliance with the Energy Resources Leadership Act, and its associated regulations. No clothesline or clothestree shall be an impediment to safety nor shall it impede access to a Unit.
- 6.10 No owner may landscape any part of the common elements, including those areas over which he or she has exclusive use, without first obtaining the written consent of the Board.
- 6.11 No mops, brooms, dusters, rugs or bedding shall be shaken or beaten from any window, door or those parts of the common elements over which the owner has exclusive use. Any owner wishing to remove snow or ice from a balcony shall do so in a manner that will protect the safety of persons on the ground.
- 6.12 Owners shall not conduct or permit to be conducted any auctions or yard sales (commonly known as "garage sales") on any part of the property, including the exclusive use common elements, without the prior written consent of the Board thereto.
- 6.13 The Board reserves the right to enter upon any part of the common elements designated for the exclusive use of an owner of a dwelling unit for any purpose relating, directly or indirectly, to its objects and duties including carrying out inspections, maintenance, repairs, additions, alterations or improvements to the common elements.

7. **DWELLING UNITS**

- 7.1 No owner or occupant shall make any architectural, plumbing, electrical, mechanical or structural alterations in or to the dwelling unit without the prior consent of the Board, and in accordance with the Declaration and the by-laws of the Corporation.
- 7.2 No window shall be covered, except with curtains, drapery, vertical or horizontal blind, wooden shutters or similar window coverings in a light wood, off-white or white colour as viewed from the outside.
- 7.3 No hard flooring, including but not limited to ceramic, marble, tile, hardwood, laminate, cork or any other hard surfaced material, are permitted on any units located on Level 2 and above unless such installation is completed with suitable sound attenuation measures as approved by the Board of Directors. The water closets and other water apparatus shall not be used for purposes other than those for which they are constructed and no sweepings, garbage, rubbish, rags, ashes or other substances shall be thrown therein. Any damage resulting to them from misuse or from unusual or unreasonable use shall be borne by the owner who, or whose family, guests, visitors, servants, clerks or agents shall have caused it.

- 7.4 No owner shall do, or permit anything to be done in that owner's unit or bring or keep anything therein which will in any way increase the risk of fire or the rate of fire insurance on any building, or on property kept therein; or result in the cancellation or threat of cancellation of any policy of insurance arranged by the Corporation; or obstruct or interfere with the rights of other owners; or do anything which is, on a reasonable standard, bound to annoy them or conflict with the laws relating to fire or with the regulations of the Fire Department or with any insurance policy carried by the Fire Department or with any insurance policy carried by the Corporation or any owner or conflict with any of the rules and ordinances of the Board of Health or with any statute or municipal by-law.
- 7.5 Should the occupation or use of a unit result in an increase of premium payable by the Corporation for any policy or policies of insurance, then the owner of such unit shall be liable to the Corporation for the increased premium payable which shall be charged back to the owner as additional contributions towards common expenses and shall be recoverable as such.
- 7.6 No owner shall construct any object, article, item or thing on the property nor shall any owner repair same on the property, except within the owner's dwelling unit.
- 7.7 Water shall not be left running unless in actual use. Owners shall take all reasonable measures to conserve water.
- 7.8 No owner shall permit an infestation of pests, insects, vermin or rodents to exist at any time in his unit or adjacent common elements and shall be responsible for the payment of all costs to remove same. Each owner shall immediately report to the Property Manager all incidents of pests, insects, vermin or rodents and, in the event that a full spraying program is required, all owners shall fully cooperate with the Property Manager or provide access to each Unit for the purpose of conducting a spraying program to eliminate any incident of pests, insects, vermin or rodents within the building.
- 7.9 Units shall be used only for such purposes as provided for in the Corporation's Declaration and as hereinafter provided. No immoral, improper, offensive or unlawful use shall be made of any unit. All municipal and other zoning ordinances, laws, rules and regulations of all government regulatory agencies shall be strictly observed.

8. **ALTERATIONS**

8.1 Owners wishing to make:

- (i) any alteration or change to an installation upon the common elements,
- (ii) a structural alteration to the unit,
- (iii) any change to the unit or to the common elements that may affect building services, and/or
- (iv) with respect to the dwelling unit owners on Level 3, any installation of furnishings or improvements, including the installation of a hot tub on the exclusive use terrace situated directly adjacent to such dwelling unit

shall follow the procedures set forth in the Declaration and in By-law No. 3 of the Corporation and as follows.

- 8.2 The owner shall provide to the Corporation, in advance and at the owner's expense, upon request of the Board and prior to the work being undertaken, a certificate from a professional engineer and/or architect who certifies that all work to be carried out by the owner will be done in accordance with the plans and specifications filed with the Corporation, that the work to be carried out does not derogate in any way from the structural integrity of the building, and that the work to be carried out will not have an adverse effect upon the structure of the building, common building services, any other units or the common elements. In addition, the Owner shall provide proof of liability insurance covering the works to be completed.
- 8.3 All work will be completed by the owner using competent workers as expeditiously as possible, in a good and workmanlike manner and to the satisfaction of the Corporation according to the

plans approved. Work will commence as soon as possible following the issuance of final consent of the Board and the alterations shall be completed as soon as possible thereafter.

- 8.4 Prior to the commencement of the work, the Board may, in its discretion, require the owner to furnish a security deposit in the form of a certified cheque or money order for an amount to be reasonably determined by the Board. The said deposit shall be applied to any and all reasonable legal, engineering and administrative costs including the cost of inspecting the work, and any other reasonable cost incurred by the Corporation with respect to the owner's alterations (which may include a proportionate share of the Corporation's total expenses in that regard for work which is done for the Corporation rather than merely relating to the owner's unit) and regardless of whether the other unit owners approve the proposed alterations. Should the deposit be inadequate to fully cover these costs, the owner shall reimburse the Corporation for all expenses incurred pursuant to this rule, failing which these costs may be added to common expenses attributable to the owner's unit, and may be collected as such.
- 8.5 Each unit owner who applies to the Board for approval to carry out alterations (aforesaid) and receives the Board's consent to proceed, does so at his/her own expense on the express condition and understanding that, upon being subsequently notified by the Corporation that maintenance and/or repairs must be effected which require the removal of the owner's alterations, the owner shall remove the alterations and shall be solely responsible for the full costs of replacing the alterations thereafter to the original design. Any design change will be considered a new alteration requiring the approval of the Board and the entering into of a new agreement between the Corporation and the owner. If the owner fails to remove the alteration after notification of the requirement to do so, the Corporation may remove the alterations, and the cost thereof shall be deemed to be a common expense attributable to the unit, and may be collected as such.
- 8.6 All work (under this section) will be carried out, with prior approval of Property Management, in a manner so as to prevent disturbance to other residents in the building, between the hours of 9:00 a.m. and 5:00 p.m. weekdays, excluding statutory holidays.
- 8.7 The Board, or its authorized agents, shall be permitted to inspect the work and/or alterations at reasonable intervals during working hours to ensure the work is in accordance with the approved plans. The Board, or its agents, shall also be permitted to inspect the alterations at the time of completion thereof for the same purpose or for any other purpose. The owner shall provide access to the alterations to enable such inspection to be made and further, the Corporation shall be entitled to enter the unit at any reasonable time and during any emergency, to inspect such alterations, and, if required to carry out any remedial work to protect the property, and such entry, inspection and/or remedial shall be deemed the performance of the objects and duties of the Corporation pursuant to the section 6 of the Act.
- 8.8 The Board, or its authorized agents, may give such orders or directions to the workers or contractor as in their opinion may be necessary or desirable, acting reasonably, to protect any common element, avoid unreasonable disruption in the use and enjoyment of any common element (including common building services) by persons entitled to such use and enjoyment, or to remedy any lack of cleanliness or to abate any nuisance or disturbance to any owner or occupant of any other unit. In the event of a breach of any term, covenant or condition herein to be observed by an owner and his or her agents, the Board or its agents, shall have the right, at any time, to order the work to cease, and in such event, the owner shall have no recourse against the Board, its agents or the Corporation for any damage directly or indirectly suffered by the owner by the reason of the giving of any such order or direction.

9. **MOTOR VEHICLES, PARKING**

- 9.1 The parking units shall be used solely for the parking of one operable passenger motor vehicle that is either a private passenger automobile, station wagon, compact van or sports utility vehicle, light truck less than 3/4 ton or motorcycle, unless the parking unit is a tandem parking unit which may accommodate two passenger vehicles without extending beyond the boundary of the parking unit. No trailer or camper or boat with or without eating or sleeping accommodation and no commercial vehicles shall be parked or stored on the Property without the prior written consent of the Board.

- 9.2 No repairs, lubrication or oil change shall be made to any motor vehicle on any part of the common elements or on any parking space or parking unit. Where an owner or occupant's vehicle damages, by oil staining or otherwise, the surface of a parking space or any common elements, the owner of such unit shall reimburse the Corporation for the cost of removing any such stain and/or restoring the surface of the parking space caused by such damage.
- 9.3 A protective pad must be placed beneath the kickstand of all motorcycles when parked.
- 9.4 No car washing shall be permitted, except in the area specifically designated by the Board, if any, for that purpose.
- 9.5 No motor vehicle shall be driven on any part of the common elements at a speed in excess of the posted speed. Except where otherwise posted, the fixed speed limit for motor vehicles or bicycles on the common elements shall be ten (10) kilometres per hour.
- 9.6 No owner or occupant shall park a motor vehicle on any part of the common elements and, without limiting the generality of the foregoing, a driveway, fire zone, delivery or garbage pick-up, areas designated by the Board as posing a security risk, or visitors' parking spaces or on any parking space or parking unit other than his or her own or other than one which he or she has leased.
- 9.7 Each owner or occupant of a parking space shall provide the Corporation with the licence numbers of all motor vehicles driven by such owner or occupant of that particular unit. The registry of such numbers shall be used only for the conduct of the Corporation's business. The Property Manager will also be instructed to have any cars which are improperly parked on the property (including residents' vehicles) tagged and/or towed from the property.
- 9.8 No person shall park a motor vehicle in contravention of these Rules in default of which such person shall be liable to be fined or to have such motor vehicle towed from the property under municipal by-laws, in which event the Corporation and its agents shall not be liable for any damage, costs or expenses howsoever caused in respect of any motor vehicle so removed from the property.
10. **GARBAGE DISPOSAL**
 - 10.1 The owner shall not place, leave or permit to be placed or left in or upon the common elements any debris, refuse or garbage. Such debris, refuse or garbage shall be contained in properly sealed refuse bags and shall be placed in the garbage enclosure area designated for that purpose or other area or areas designated for reception of garbage by the Board from time to time. Newspapers, magazines, bottles, tin cans and such other items or objects as the Board may determine as being able to be recycled in accordance with municipal regulations, shall be placed in bins specifically designated for that purpose, if any.
 - 10.2 Large items such as appliances and furniture shall be removed from the premises and disposed of by the owners.
11. **STORAGE LOCKERS AND STORAGE UNITS**
 - 11.1 Storage lockers shall be used only for the storage of personal belongings, and owners shall not be entitled to store any hazardous materials, petroleum products, paints or other waste products in the storage units.
 - 11.2 Storage lockers shall not be used as a workshop area.
12. **AMENITIES**
 - 12.1 **General**
 - (a) Residents shall wear proper attire while using the amenities and when going to and from them.

- (b) Use of the amenities shall be at the user's own risk.
- (c) The Board shall have the right, in its sole discretion, to withdraw from any resident the right to use the amenities as a result of any breach or breaches of any rules in respect thereof or misuse of these facilities.
- (d) Users shall be responsible for any damages they cause to the amenity areas.

12.2 Rooftop Terrace

- (a) The rooftop terrace area hours shall be determined by the Board of Directors and posted on a sign at the terrace entrance. The rooftop terrace shall be open between April 1st and October 31st of each year, subject to weather conditions.
- (b) Smoking will only be permitted in a designated area on the rooftop terrace. Alcohol is permitted only in accordance with the by-laws of the City of Ottawa.
- (c) No person shall engage in any activity causing excessive noise.
- (d) Children under the age of fourteen (14) must be accompanied and supervised by an adult eighteen (18) years of age or older.

12.3 Common Barbecue

- (a) Barbecue areas will be available for the use of owners, on a first come first serve basis, and shall be cleaned after each use. No person shall bring any portable barbecue or other furniture on to the common areas.

13. ADDITIONAL RULES / BREACH OF RULES

- 13.1 In accordance with the Act, the Board may pass further rules respecting the use of the common elements and units or any of them to promote the safety, security or welfare of the owners and of the property or for the purpose of preventing unreasonable interference with the use and enjoyment of the common elements and of other units.
- 13.2 Any losses, costs or damages incurred by the Corporation, by reason of a breach of any Rules in force from time to time by any owner, his or her family, guests, servants, agents, tenants, or occupants of his or her unit shall be borne by such owner and may be recovered by the Corporation against such owner in the same manner as common expenses. Without limiting the generality of the foregoing such losses, costs or damages shall include but shall not necessarily be limited to the following:
 - (a) All legal costs incurred by the Corporation in order to enforce, or in attempting to enforce the Rules;
 - (b) An administrative fee in the amount of to be payable to the Corporation for any breach of the Rules that continues after the initial notice has been sent by the Corporation or its Agents, and further administrative fees in the amount of per month, for each month during which the breach of the Rules continues.
- 13.3 Failure of the Board or the company managing the affairs of the Corporation ("Property Management") to enforce any rule on any occasion or occasions shall not be construed as a change in the rules or as permission to continue or repeat a breach of such rule.
- 13.4 Each of the Rules shall be deemed independent and severable and the invalidity or unenforceability in whole or in part of any one or more of the Rules shall not impair or affect in any manner the validity, enforceability, or effect of the remaining part of the Rule (if applicable) or of the Rules, and in such event, the other part of the Rule or the other Rules shall continue in full force and effect as if such invalid Rule or part of a Rule had never been included herein.

SCHEDULE 1

Letter of Undertaking

I/we, _____, covenant and agree that I, the members of my household and my guests from time to time, will, in using the unit rented by me and the common elements, comply with *The Condominium Act*, 1998 the Declaration and the By-laws, and all rules of the Condominium Corporation, during the term of my tenancy.

I/We acknowledge receipt of the Declaration, By-Laws, and Rules of the Corporation.

I/We intend to occupy the Unit with the persons named as our principal residence for the stated term of the Lease and for no other purpose and I/we acknowledge that only those persons named herein will be entitled to reside in the Unit, subject always to my/our right to have guests and visitors from time to time in accordance with the Rules.

I/We further acknowledge and understand that in the event that I/we or any occupant residing in the Unit contravenes the provisions of Declaration, By-laws and rules of the Corporation, my/our tenancy may be terminated in accordance with the provisions of the Condominium Act. We are responsible for the actions of any occupant and agree to carry liability insurance.

DATED at _____, this _____ day of _____, 201____

Signed by _____

Name _____

Signed By _____

Name _____

Unit No. _____

Tel.Home _____

Tel. Work _____

No. of Occupants in Unit

Adults _____

Children _____

Pets _____

Occupants Names: _____

Motor Vehicle License _____

Liability Insurance Policy No. _____

Insurance Agent/Broker _____

SCHEDULE 2

Form 5

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

TO: Ottawa-Carleton Standard Condominium Corporation No. 1009

1. This is to notify you that:

a written oral (circle appropriate)

lease sublease assignment of lease (circle appropriate) OR

a renewal of a written oral (circle appropriate)

lease sublease assignment of lease (circle appropriate)

has been entered into for:

Unit(s)_____, Level(s)_____ [(include any parking or storage units that have been leased)]
on the **following terms**:

Name of lessee(s) (or sublessee(s)): _____.

Telephone number: _____.

Fax number, if any:_____.

E-Mail Address:_____.

Commencement date:_____.

Termination date:_____.

Option(s) to renew:_____.

(set out details)

Other information:_____.

(at the option of the owner)

2. I (We) have provided the (strike out whichever is not applicable: 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 (strike out whichever is not applicable: lease, sublease, assignment of lease) is terminated.

Dated this _____ day of _____.

(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)

(fax number, if any)