

**Condominium Act 1998**

**Summary of Lease or Renewal  
(clause 83 (1) (b) of the Condominium Act 1998)**

**To: Waterloo Common Elements Condominium Corporation No. 725**

1. This is to notify you that:

a written or oral (**circle whichever is applicable**): a. lease b. sublease c. assignment of lease

**OR**

a renewal of a written or oral (**circle whichever is applicable**):

a. lease b. sublease c. assignment of lease

has been entered into for:

*For all condominium corporations except common elements condominium corporations:*

**Unit(s):** \_\_\_\_\_ **Level(s):** \_\_\_\_\_ **Suite no.:** \_\_\_\_\_ (*include any parking or storage units that have been leased*)

*In the case of a common element condominium corporation:*

The common interest in the condominium corporation, being the interest attached to \_\_\_\_\_ (**Provide a brief description of the parcel of land to which the common interest in the Condominium Corporation is attached**)

on the following terms:

| <b>Name(s) of lessee(s) (tenant(s)) (or sublessee(s)):</b> | <b>Telephone number</b> | <b>Fax number (if any) or email address</b> |
|------------------------------------------------------------|-------------------------|---------------------------------------------|
|------------------------------------------------------------|-------------------------|---------------------------------------------|

|          |       |       |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |

**Commencement date:** \_\_\_\_\_ **Termination date:** \_\_\_\_\_

**Option(s) to renew (set out details):** \_\_\_\_\_

**Rental payments:** \_\_\_\_\_  
(provide amount and when due)

**Other information: (at the option of the owner):** \_\_\_\_\_

2. I/We have provided the (**circle whichever is applicable**): a. lessee(s) b. sublessee(s)  
with a copy of the Declaration, Bylaws, 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 **(circle whichever is applicable):**      a. lease      b. sublease      c. assignment of lease is terminated.

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*signature of owner(s)*

\_\_\_\_\_  
*signature of owner(s)*