Condominium Act 1998

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

To: Waterloo Common Element Condominium Corporation No. 451

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:

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

on the following terms:

Name(s) of lessee(s) (tenant(s)) (or sublessee(s)):	Telephone number	Fax number (if any) or email address
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)*