

*Condominium Act 1998*

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

**To: Waterloo Standard Condominium Corporation No. 634**

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:

<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>
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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)*