



Managing Agent
Reid Property Management
18-1010 Polytek Street
Ottawa, Ontario,
K1J 9J1

Ottawa Carleton Standard Condominium Corporation # 803

Summary of Lease or Renewal

Form 5 - Condominium Act, 1998
(clause 83 (1) (b) of the Condominium Act, 1998)

TO: Ottawa Carleton Standard Condominium Corporation No. 803

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) \_\_\_\_\_, Parking Space(s) \_\_\_\_\_, Locker(s) \_\_\_\_\_

In the following terms:

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

Telephone number: Fax number, if any:

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 (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))



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*(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)*