

Instruction

This PDF form can be filled out electronically and then saved or printed. When filled out electronically, the form is dynamic – for example, text boxes will expand as you enter information, and checking certain boxes may cause items to appear or disappear as necessary. The blank form can also be printed in full, and then filled out in hard copy. If you are filling out the form in hard copy and you need more space, you may enclose additional sheets of paper with the form.

Condominium corporation's name:

Date (yyyy/mm/dd)

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- 1. Change in Address for Service of the Corporation**
- 2. Change in the Directors or Officers of the Corporation, or an Address for Service of any of the Directors or Officers of the Corporation**
- 3. Change in Condominium Manager, Management Provider, or any other Person Responsible for Management of the Property, or an Address for Service of the Condominium Manager, Management provider, or any other Person Responsible for Management of the Property**
- 4. Change in Mailing Address or Email Address/Other Method of Electronic Communication for Receiving Records Requests and Delivering Records**
- 5. Change in the Corporation's Deductibles for Each Required Insurance Policy or the Maximum Amount that could be added to an Owner's common expenses under s. 105 (2) of the *Condominium Act, 1998* or as a result of a by-law passed under s. 56 (1) (i) of the Act.**
- 6. Termination of Insurance**
- 7. Vacancies on the Board and No Quorum**
- 8. Other Information Required by the Corporation's By-Laws**