

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.

To: Condominium corporation (corporation name)

Requester:

1. I am an ☐ owner ☐ mortgagee ☐ purchaser of a unit or a common interest in the corporation

☐ I affirm that this request for records is solely related to my interests as an owner, a purchaser or a mortgagee, having regard to the purposes of the *Condominium Act, 1998*

2. My name

3. Date (yyyy/mm/dd)

4. Identify the unit or common interest referred to in question 1 above

5. My mailing address (located in Ontario):

Unit Number	Street Number	Street Name	PO Box
City/Town	Province Ontario		Postal Code

6. My Email Address (optional)

7. My Telephone Number (optional)

For communications about this request, I would prefer to be contacted by ☐ Mail ☐ Email ☐ Phone

Agent for requester:

1. I am a duly authorized agent of ☐ owner ☐ mortgagee ☐ purchaser of a unit or a common interest in the corporation

☐ I affirm that this request for records is solely related to my principal's interests as an owner, a purchaser or a mortgagee, having regard to the purposes of the *Condominium Act, 1998*

2. My name

3. Date (yyyy/mm/dd)

4. Name of owner/mortgagee/purchaser

5. Identify the unit or common interest referred to in question 1 above

6. My mailing address (located in Ontario):

Unit Number	Street Number	Street Name	PO Box
City/Town		Province Ontario	Postal Code

7. My Email Address (optional)

8. My Telephone Number (optional)

For communications about this request, I would prefer to be contacted by ☐ Mail ☐ Email ☐ Phone

Request for core records

Requested Records

☐ Condominium corporation declaration

Requested format ☐ Electronic ☐ Paper

By selecting “electronic” format, you agree to receive the requested records by electronic communication.

If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the *Condominium Act, 1998*. You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(a)(vi) of Ontario Regulation 48/01 under the *Condominium Act, 1998*.

If you selected “electronic” format: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:

- ☐ I wish to examine the record in person in paper form
- ☐ I wish to receive delivery of a copy of the record in paper form
- ☐ I wish to pick up a copy of the record in paper form

Note: the board’s response will set out the location where you can examine the record or pick-up a copy in person

If you selected “paper” format: please select from one the following options:

- ☐ I wish to examine the record in person in paper form
- ☐ I wish to receive delivery of a copy of the record in paper form
- ☐ I wish to pick up a copy of the record in paper form

Note: the board’s response will set out the location where you can examine the record or pick-up a copy in person

☐ Condominium corporation by-laws

Requested format ☐ Electronic ☐ Paper

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- ☐ I wish to pick up a copy of the record in paper form

Note: the board's response will set out the location where you can examine the record or pick-up a copy in person

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- ☐ I wish to pick up a copy of the record in paper form

Note: the board's response will set out the location where you can examine the record or pick-up a copy in person

☐ Condominium corporation rules

Requested format ☐ Electronic ☐ Paper

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- ☐ I wish to receive delivery of a copy of the record in paper form
- ☐ I wish to pick up a copy of the record in paper form

Note: the board's response will set out the location where you can examine the record or pick-up a copy in person

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- ☐ I wish to pick up a copy of the record in paper form

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☐ Record of owners and mortgagees

Requested format ☐ Electronic ☐ Paper

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Note: the board's response will set out the location where you can examine the record or pick-up a copy in person

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☐ Record of notices relating to leases of units under s. 83 of the *Condominium Act, 1998*

Requested format ☐ Electronic ☐ Paper

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☐ Periodic information certificates from the past 12 months

Requested format ☐ Electronic ☐ Paper

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☐ Budget for the corporation's current fiscal year, including any amendments

Requested format ☐ Electronic ☐ Paper

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☐ Most recent approved financial statements

Requested format ☐ Electronic ☐ Paper

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☐ Most recent auditor's report

Requested format ☐ Electronic ☐ Paper

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☐ The current plan for future funding of the reserve fund

Requested format ☐ Electronic ☐ Paper

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- ☐ I wish to pick up a copy of the record in paper form

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☐ Mutual use agreements (also known as shared facilities or reciprocal agreements) mentioned in ss. 113 or 154 (5) of the *Condominium Act, 1998*

Requested format ☐ Electronic ☐ Paper

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- ☐ I wish to pick up a copy of the record in paper form

Note: the board's response will set out the location where you can examine the record or pick-up a copy in person

If you selected "paper" format: please select from one the following options:

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☐ Minutes of meetings held within the last 12 months

Type of meeting ☐ Board's meeting ☐ Owners' meeting

Date or dates (yyyy/mm/dd)

(meeting must have been held after Nov. 1, 2017 and within the last 12 months) _____

Requested format ☐ Electronic ☐ Paper

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Note: the board's response will set out the location where you can examine the record or pick-up a copy in person

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☐ Additional records specified in a by-law of the corporation

Specify _____

Date or date-range of records _____

Requested format ☐ Electronic ☐ Paper

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Request for non-core records

1. Requested record	Date or date-range of records
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Requested format ☐ Electronic ☐ Paper

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☐ I wish to examine the record in person in paper form

☐ I wish to receive delivery of a copy of the record in paper form

☐ I wish to pick up a copy of the record in paper form

Note: the board's response will set out the location where you can examine the record or pick-up a copy in person

If you selected "paper" format: please select from one the following options:

☐ I wish to examine the record in person in paper form

☐ I wish to receive delivery of a copy of the record in paper form

☐ I wish to pick up a copy of the record in paper form

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2. Requested record	Date or date-range of records
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Requested format ☐ Electronic ☐ Paper

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☐ I wish to pick up a copy of the record in paper form

Note: the board's response will set out the location where you can examine the record or pick-up a copy in person

If you selected "paper" format: please select from one the following options:

☐ I wish to examine the record in person in paper form

☐ I wish to receive delivery of a copy of the record in paper form

☐ I wish to pick up a copy of the record in paper form

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