

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) _____

1. Change in Address for Service of the Corporation

The address for service is:

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

2. Change in the Directors or Officers of the Corporation, or the Address for Service of any of the Directors or Officers of the Corporation

Names of Directors and Officers or Names of Former Directors and Officers	Position/Title or Former Position/Title	Change (Instruction: Please describe the change. For any new director or officer, please add that person's address for service.)
i.	<input type="checkbox"/> Director <input type="checkbox"/> Officer Title	
1.	<input type="checkbox"/> Director <input type="checkbox"/> Officer Title	
1.	<input type="checkbox"/> Director <input type="checkbox"/> Officer Title	
1.	<input type="checkbox"/> Director <input type="checkbox"/> Officer Title	
1.	<input type="checkbox"/> Director <input type="checkbox"/> Officer Title	

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

Name of condo manager, management provider, or any other person responsible for management of the property

Address for Service

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

4. Change in Mailing Address or Email Address/Other Method of Electronic Communication for Receiving Records Requests and Delivering Records

The corporation's addresses or methods for receiving requests for records have changed.

The mailing address for receiving requests for records is now:

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

The email address or other method of electronic communication for receiving requests for records is now:

The email address or other method of electronic communication for delivering records is now:

Instruction for the person filling out this form: If a corporation keeps a record in electronic form, the board is required to pass a resolution setting out the method of electronic communication that a requester can agree to (in a request for records) as the record delivery method. If the corporation has passed such a resolution, the method of electronic communication must be set out above.

5. Change in the Corporation's Deductibles for each 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.

Insurance Policy (Instruction: Provide a brief description)	Deductible (Instruction: Provide a brief description of the deductible and the amount of the deductible)	With respect to this deductible, the maximum amount that could be added to an owner's common expenses	Change (Instruction: Please describe the change)
i.			
1.			
1.			
1.			
1.			

6. Termination of Insurance

The following insurance policies, which are required to be obtained or maintained by the corporation under section 39, 99, or section 102 under the *Condominium Act, 1998* or another insurance policy the corporation has a legal obligation to obtain and maintain, at any time during the fiscal year, have been terminated:

Policy	Reason for Termination
i.	
1.	
1.	
1.	
1.	

7. Vacancies on the Board and No Quorum

_____ vacancy/vacancies has/have arisen in the board of the corporation, and there are no longer enough directors remaining in office to constitute a quorum.

If you want your intention to be a candidate for election to the board included in the upcoming notice of meeting, you must notify the board in writing of your name, address, and your intention within 5 days of the date the corporation gives this certificate to the owners.

8. Other Information Required by the Corporation's By-Laws