

TENANT INFORMATION FORM

In accordance to section 83(1) of the Condominium Act it is the owner's responsibility to inform the Corporation if a unit is being leased within 10 days of entering into the lease or renewal. The owner is required to provide the name, address and phone number of the tenant. We request the additional information to help us carry out the duties of the Corporation and ask the information of all residents. Please note the owner is also responsible for advising the Corporation if a lease is renewed or terminated.

DATE _____

OWNER'S NAME _____

CONDOMINIUM ADDRESS _____

A COPY OF THE CORPORATION'S DECLARATION, BY-LAWS AND RULES HAVE BEEN PROVIDED TO THE TENANT.

TENANT'S NAME(S) _____

HOME TELEPHONE NUMBER _____

WORK TELEPHONE NUMBER(S) _____

CELL PHONE NUMBER(S) _____

E-MAIL ADDRESS _____

TENANT INSURANCE BROKER, PHONE NUMBER & POLICY # _____

VEHICLE MAKE _____ MODEL _____ LICENSE PLATE _____

EMERGENCY CONTACT PERSON & PHONE # _____

COMMENCEMENT DATE OF LEASE _____

TERMS OF LEASE _____

THANK YOU FOR RETURNING THIS FORM PROMPTLY TO OUR OFFICE AT:
319 DIVISION ST. P.O. BOX 727, COBOURG, ON K9A 4R5.
ALTERNATIVELY, IT CAN BE EMAILED TO reception@genedco.com OR FAXED TO 905-372-4616.