

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
- Condominium corporation by-laws
- Condominium corporation rules
- Record of owners and mortgagees
- Record of notices relating to leases of units under s. 83 of the *Condominium Act, 1998*
- Periodic information certificates from the past 12 months
- Budget for the corporation's current fiscal year, including any amendments
- Most recent approved financial statements
- Most recent auditor's report
- The current plan for future funding of the reserve fund
- Mutual use agreements (also known as shared facilities or reciprocal agreements) mentioned in ss. 113 or 154 (5) of the *Condominium Act, 1998*
- Minutes of meetings held within the last 12 months
- Additional records specified in a by-law of the corporation

Request for non-core records

1. Requested record	Date or date-range of records
Requested format <input type="checkbox"/> Electronic <input type="checkbox"/> Paper	
2. Requested record	Date or date-range of records
Requested format <input type="checkbox"/> Electronic <input type="checkbox"/> Paper	