

**SCHEDULE B
FORM 5**

Condominium Act, 1998
SUMMARY OF LEASE OR RENEWAL
(Clause 83 (1) (b) of the *Condominium Act, 1998*)

TO: Ottawa-Carleton Standard Condominium Corporation No. 700

1. This is to notify you that: a written oral (circle appropriate)
 Lease sublease assignment of lease (circle appropriate) **OR**

A renewal of a: written oral (circle appropriate)
 Lease sublease assignment of lease (circle appropriate)

has been entered into for:

Unit(s) _____, Level(s) _____ (*include any parking or storage units that have been leased*) on the **following terms**:

Name of lessee(s) or sub lessee(s): _____

Telephone Number: _____

Fax Number, if any: _____

E-Mail Address: _____

Commencement Date: _____

Termination Date: _____

Option(s) to renew: (*set out details*) _____

Other Information: _____
(at the option of the owner)

2. I (We) have provided the (strike out whichever is not applicable: lessee (s), sub lessee(s)) with a copy of the declaration, by-laws and rules of the condominium corporation.

3. I (We) acknowledge that, as required by subsection 83 (2) of the *Condominium Act, 1998*, I (we) will advise you in writing if the (strike out whichever is not applicable: lease, sublease, assignment of lease) is terminated.

Dated this _____ day of _____, 20____. _____
(Signature of owner(s))

(Print name of owners(s))

(In the case of a corporation, affix corporate seal or add a statement that the persons signing have authority to bind the corporation.)

(Address)

(Telephone number)