

AXIA PROPERTY MANAGEMENT INC.

200-1283 Algoma Rd.
Ottawa, ON
K1B 3W7

Tel: (613) 738-9700
Fax: (613) 738-0070

NON-RESIDENT ADDRESS NOTIFICATION

Date _____

To: Axia Property Management Inc.

Re: _____

Street address

O.C.S.C.C. #795	Unit	Level
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Dear Sir or Madam:

Please amend your records to indicate the following address for service:

OWNER'S NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER(S) _____

Note:

Section 83 (1) of the Condominium Act R.S.O. 1998 C. 26 requires owners who are leasing their units to submit Form 5 to the Corporation. A copy of this form is enclosed showing the tenant's name, phone number and details of the lease. For all other inquiries please call our office at the number above.

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. 795

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 sublessee(s)):.....

Telephone number:.....Fax number, if

any:.....

Commencement date:.....

Termination date:.....

Option(s) to renew:.....

(set out details)

Rental payments:.....

(set out amount and when due)

Other information:.....

(at the option of the owner)

2. I (We) have provided the (*strike out whichever is not applicable:* lessee(s), sublessee(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,

.....
(signature of owner(s))

.....
(print name of owner(s))

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