Request for Records

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 🔲 owr	ner	purchaser of a unit of	or a common interest in the corporation	
		ords is solely related to m Condominium Act, 1998	y interests as an owner, a purchaser or a	a mortgagee, having
2. My name				
3. Date (yyyy/mm/	/dd)			
4. Identify the unit	or common interest	referred to in item 1 above	9	
E Maria dilina a adal	/ltl: O-t-	- wi - No		
5. My mailing addi	ress (located in Onta Street Number	ario): Street Name		РО Вох
Onit Number	Street Number	Officer Name		1 0 000
City/Town			Province Ontario	Postal Code
6. My Email Addre	ess (optional)			
7. My Telephone I	Number (optional)			
For communicatio	ns about this reques	st, I would prefer to be con	tacted by Mail Email	Phone
Agent for reque	ester:			
1. I am a duly auth	norized agent of	owner mortgagee [purchaser of a unit or a common inte	rest in the corporation
		ords is solely related to mo	y principal's interests as an owner, a pur 1998	chaser or a mortgagee,
2. My name				
3. Date (yyyy/mm/	/dd)			
4. Name of owner	/mortgagee/purchas	er		
5. Identify the unit	or common interest	referred to in item 1 above	e	

6. My mailing addre	ess (located in Onta	rio):		
Unit Number	Street Number	Street Name		РО Вох
City/Town			Province Ontario	Postal Code
7. My Email Addres	ss (optional)			
8. My Telephone N	lumber (optional)			
For communication	s about this reques	t, I would prefer to be con	tacted by 🔲 Mail 📗 Email 📗 P	hone
If this is a request this form.	hat the record be g	ven directly to the owner,	mortgagee, or purchaser then please inclu	ide instructions with
Request for co	re records			
Requested Record	ds			
Condominium o	corporation declarat	on		
Requested for	m Electronic	Paper		
By selecting "electr	onic" form, you agr	ee to receive the requeste	ed records by electronic communication.	
communication it w Act, 1998. You may determined by rescin the most recent	rill use to deliver red y wish to contact the plution of the board Periodic Information	ords to requesters. See se corporation to determine and, if so, what that metho	st, by resolution, determine the method of est. 13.3 (5) of Ontario Regulation 48/01 under whether there is a method of electronic cood is (e.g., email). The corporation must also Certificate Update. See ss. 11.1(1)(c) and	er the <i>Condominium</i> ommunication so indicate this method
		corporation does not kee please select from one of	p the record in electronic form and you wis the following options:	h to have access to
I wish to examin	ne the record in per	son in paper form		
I wish to receive	e delivery of a copy	of the record in paper for	m	
☐ I wish to pick up	a copy of the reco	rd in paper form		
If you selected "pa	per" form: please se	lect from one the followin	g options:	
I wish to examin	ne the record in per	son in paper form		
I wish to receive	e delivery of a copy	of the record in paper for	m	
☐ I wish to pick up	a copy of the reco	rd in paper form		

Condominium corporation by-laws
Requested form
By selecting "electronic" form, you agree to receive the requested records by electronic communication.
If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> .
If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
If you selected "paper" form: please select from one the following options:
I wish to examine the record in person in paper form
☐ I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
Condominium corporation rules
Requested form
By selecting "electronic" form, you agree to receive the requested records by electronic communication.
If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> .
If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
☐ I wish to pick up a copy of the record in paper form
If you selected "paper" form: please select from one the following options:
☐ I wish to examine the record in person in paper form
☐ I wish to receive delivery of a copy of the record in paper form
☐ I wish to pick up a copy of the record in paper form

Record of owners and mortgagees
Requested form
By selecting "electronic" form, you agree to receive the requested records by electronic communication.
If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> .
If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
If you selected "paper" form: please select from one the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
Record of notices relating to leases of units under s. 83 of the Condominium Act, 1998
Requested form
By selecting "electronic" form, you agree to receive the requested records by electronic communication.
If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> .
If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
If you selected "paper" form: please select from one the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form

Periodic information certificates from the past 12 months
Requested form
By selecting "electronic" form, you agree to receive the requested records by electronic communication.
If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> .
If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
If you selected "paper" form: please select from one the following options:
☐ I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
☐ I wish to pick up a copy of the record in paper form
Budget for the corporation's current fiscal year, including any amendments
Requested form Electronic Paper
Requested form Electronic Paper
Requested form
Requested form
Requested form Electronic Paper By selecting "electronic" form, you agree to receive the requested records by electronic communication. If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
Requested form Electronic Paper By selecting "electronic" form, you agree to receive the requested records by electronic communication. If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
Requested form
Requested form
Requested form

Most recent approved financial statements
Requested form
By selecting "electronic" form, you agree to receive the requested records by electronic communication.
If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act</i> , 1998. You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act</i> , 1998.
If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
If you selected "paper" form: please select from one the following options:
☐ I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
☐ I wish to pick up a copy of the record in paper form
Most recent auditor's report
Requested form Electronic Paper
Requested form Electronic Paper By selecting "electronic" form, you agree to receive the requested records by electronic communication. If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998.</i> You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of
Requested form Electronic Paper By selecting "electronic" form, you agree to receive the requested records by electronic communication. If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to
Requested form
Requested form
Requested form Electronic Paper By selecting "electronic" form, you agree to receive the requested records by electronic communication. If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act</i> , 1998. You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act</i> , 1998. If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options: I wish to examine the record in person in paper form I wish to receive delivery of a copy of the record in paper form
Requested form
Requested form

The current plan for future funding of the reserve fund
Requested form
By selecting "electronic" form, you agree to receive the requested records by electronic communication.
If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> .
If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
If you selected "paper" form: please select from one the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
Mutual use agreements (also known as shared facilities or reciprocal agreements) mentioned in ss. 113 or 154 (5) of the Condominium Act, 1998
Requested form
By selecting "electronic" form, you agree to receive the requested records by electronic communication.
If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> . You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act, 1998</i> .
If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
If you selected "paper" form: please select from one the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form

Minutes of meetings held within the last 12 months
Type of meeting
Date or dates (yyyy/mm/dd) (meeting must have been held be after Nov. 1, 2017 and within the last 12 months)
Requested form Electronic Paper
By selecting "electronic" form, you agree to receive the requested records by electronic communication.
If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act</i> , 1998. You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act</i> , 1998.
If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
If you selected "paper" form: please select from one the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
Additional records specified in a by-law of the corporation
Specify
Date or date-range of records
Requested form
By selecting "electronic" form, you agree to receive the requested records by electronic communication.
If a corporation keeps a record in electronic form, the board must, by resolution, determine the method of electronic communication it will use to deliver records to requesters. See s. 13.3 (5) of Ontario Regulation 48/01 under the <i>Condominium Act</i> , 1998. You may wish to contact the corporation to determine whether there is a method of electronic communication determined by resolution of the board and, if so, what that method is (e.g., email). The corporation must also indicate this method in the most recent Periodic Information Certificate or Information Certificate Update. See ss. 11.1(1)(c) and 11.2(2)(a)(vi) of Ontario Regulation 48/01 under the <i>Condominium Act</i> , 1998.
If you selected "electronic" form: If the corporation does not keep the record in electronic form and you wish to have access to the record in paper form instead, then please select from one of the following options:
I wish to examine the record in person in paper form
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form
If you selected "paper" form: please select from one the following options:
I wish to examine the record in person in paper form
Unich to receive delivery of a convert the record in record forms
I wish to receive delivery of a copy of the record in paper form
I wish to pick up a copy of the record in paper form I wish to pick up a copy of the record in paper form

1.	Requested record		Date or date-range of records
	Requested form Electron	nic Paper	
	By selecting "electronic" form, you	agree to receive the requested records b	by electronic communication.
	communication it will use to delive Condominium Act, 1998. You may communication determined by res indicate this method in the most re	solution of the board and, if so, what that r	f Ontario Regulation 48/01 under the nine whether there is a method of electronic method is (e.g., email). The corporation must also information Certificate Update. See ss. 11.1(1)(c)
		f the corporation does not keep the record d, then please select from one of the follo	d in electronic form and you wish to have access wing options:
	I wish to examine the record in	n person in paper form	
	I wish to receive delivery of a c	copy of the record in paper form	
	☐ I wish to pick up a copy of the	record in paper form	
	If you selected "paper" form: pleas	se select from one the following options:	
	I wish to examine the record in	n person in paper form	
	I wish to receive delivery of a c	copy of the record in paper form	
	☐ I wish to pick up a copy of the	record in paper form	
2.	Requested record		Date or date-range of records
	Requested form Electron	nic Paper	
	Requested form	nic Paper I agree to receive the requested records b	by electronic communication.
	By selecting "electronic" form, you If a corporation keeps a record in communication it will use to delive <i>Condominium Act, 1998.</i> You may communication determined by resindicate this method in the most resindicate.	electronic form, the board must, by resolution to contact the corporation to determ to determ the board of the board must.	ution, determine the method of electronic f Ontario Regulation 48/01 under the nine whether there is a method of electronic method is (e.g., email). The corporation must also nformation Certificate Update. See ss. 11.1(1)(c)
	By selecting "electronic" form, you If a corporation keeps a record in communication it will use to delive <i>Condominium Act, 1998.</i> You may communication determined by resindicate this method in the most reand 11.2(2)(a)(vi) of Ontario Regul If you selected "electronic" form: If	a agree to receive the requested records to electronic form, the board must, by resoluter records to requesters. See s. 13.3 (5) or wish to contact the corporation to determ solution of the board and, if so, what that recent Periodic Information Certificate or Insulation 48/01 under the Condominium Act	ation, determine the method of electronic of Ontario Regulation 48/01 under the nine whether there is a method of electronic method is (e.g., email). The corporation must also information Certificate Update. See ss. 11.1(1)(c) 1998.
	By selecting "electronic" form, you If a corporation keeps a record in communication it will use to delive <i>Condominium Act, 1998.</i> You may communication determined by resindicate this method in the most reand 11.2(2)(a)(vi) of Ontario Regul If you selected "electronic" form: If	a agree to receive the requested records to electronic form, the board must, by resoluter records to requesters. See s. 13.3 (5) or wish to contact the corporation to determ solution of the board and, if so, what that recent Periodic Information Certificate or Insulation 48/01 under the Condominium Act, of the corporation does not keep the record of the please select from one of the follows:	ation, determine the method of electronic of Ontario Regulation 48/01 under the nine whether there is a method of electronic method is (e.g., email). The corporation must also information Certificate Update. See ss. 11.1(1)(c) 1998.
	By selecting "electronic" form, you If a corporation keeps a record in communication it will use to delive <i>Condominium Act, 1998.</i> You may communication determined by resindicate this method in the most reand 11.2(2)(a)(vi) of Ontario Regulf you selected "electronic" form: If to the record in paper form instead I wish to examine the record in	a agree to receive the requested records to electronic form, the board must, by resoluter records to requesters. See s. 13.3 (5) or wish to contact the corporation to determ solution of the board and, if so, what that recent Periodic Information Certificate or Insulation 48/01 under the Condominium Act, of the corporation does not keep the record of the please select from one of the follows:	ation, determine the method of electronic of Ontario Regulation 48/01 under the nine whether there is a method of electronic method is (e.g., email). The corporation must also information Certificate Update. See ss. 11.1(1)(c) 1998.
	By selecting "electronic" form, you If a corporation keeps a record in communication it will use to delive <i>Condominium Act, 1998.</i> You may communication determined by resindicate this method in the most reand 11.2(2)(a)(vi) of Ontario Regulf you selected "electronic" form: If to the record in paper form instead I wish to examine the record in	agree to receive the requested records to electronic form, the board must, by resoluter records to requesters. See s. 13.3 (5) or wish to contact the corporation to determ solution of the board and, if so, what that recent Periodic Information Certificate or Insulation 48/01 under the Condominium Act, of the corporation does not keep the record that the please select from one of the follows person in paper form copy of the record in paper form	ation, determine the method of electronic of Ontario Regulation 48/01 under the nine whether there is a method of electronic method is (e.g., email). The corporation must also information Certificate Update. See ss. 11.1(1)(c) 1998.
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