

HALTON STANDARD CONDOMINIUM CORPORATION NO. 455

OWNER-TENANT INFORMATION FORM

1480 & 1490 BISHOPS GATE, OAKVILLE, ONTARIO

The following information is required by the Corporation for the purpose of carrying out the objects and duties of the Corporation in managing the assets on behalf of the owners and shall be used for that purpose only.

Unit/Suite Number: _____ Locker Number(s): _____

Owner's Name: (1) _____
(First Name) (Last Name)

(2) _____
(First Name) (Last Name)

Unit is: Rented Owner-Occupied Vacant For sale/lease

Owner's Address (if different from above): _____

Tel Numbers: Res: () _____ Bus: () _____ Cell: () _____

E-mail Address(es): _____

Occupant's Names: (1) _____ (3) _____

(2) _____ (4) _____

Telephone Number (if different than Owner's) Res: () _____ Bus: () _____

Vehicle Make/Year/Colour **Licence Plate Number** **Parking spot #**

(1) _____

(2) _____

In-Suite Alarm: Yes ___ No ___ Service Contract With _____

Insurance: Yes ___ No ___ Policy Provider _____

Bicycle Information (Make/Colour): _____

Key Fob Number(s): _____

Do you have pets? Yes ___ No ___ If Yes, type and Description: _____

Would you require assistance in an emergency? Yes ___ No ___

Please list the names and any limiting conditions for residents of your unit who, because of a medical, physical or emotional condition, might require special assistance in an emergency or evacuation situation.

Name _____ Condition/Assistance Required _____

Name _____ Condition/Assistance Required _____

In Case of an Emergency Contact:

Name: _____ Relationship: _____ Telephone No: () _____

Notices that are required to be given to the owner may be sent by fax, electronic mail or other method of electronic communication: Yes ___ No ___

I consent to my name, unit #, telephone # and email address listed in the community phone book, which is to be distributed to all residents at our condominium building: Yes ___ No ___

If Unit (suite, parking stall and/or locker) has been leased/rented, you must complete the Summary of Lease or Renewal Form. Please contact Management

Owner's/Resident's Signature _____ Date _____

Please Complete and Return this Form to Central Erin Property Management

HSCC 455, c/o Central Erin Property Management

151 Randall Street, Oakville, Ontario, L6J 1P5, Tel: 905-842-1429, Fax: 905-845-4665, Email: 1480bishops@centralerin.com

HALTON STANDARD CONDOMINIUM CORPORATION NO. 455

Form 5

Condominium Act, 1998 - O. Reg. 49.01

SUMMARY OF LEASE OR RENEWAL

(Clause 83 (1) (b) of the *Condominium Act, 1998*)

MANDATORY EITHER FORM 5 OR COPY OF THE LEASE

1. This is to notify you that an

original renewal {select one}

written oral {select one}

lease sublease assignment of lease a renewal of a written or oral lease

sublease or assignment of lease {select one}

has been entered into for:

Dwelling Unit(s) _____ Parking Unit(s) _____ Locker Unit (s) _____

On the following terms:

Name of lessee(s)/sublessee(s)/assignee(s): _____

Telephone Number: _____ Fax Number (if any): _____

E-Mail: _____

Commencement Date: _____ Termination: _____

Option(s) to renew: (set out details. I.e., first option commencement date) _____

Rental Payments: _____
(set out amount and when due)

Other Information: _____
(the option of the owner)

2. I (We) have provided the above-designated 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 above-designated lease/sublease/assignment of lease is terminated.

Dated this _____ day of _____, 20_____

(Print name of owner)

(Signature of owner)

(Print name of owner)

(Signature of owner)

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

Address: _____

Telephone No: _____ Fax No. (if any): _____

Please Complete and Return this Form to Central Erin Property Management

NOTIFICATION OF LEASE
(MANDATORY - Pursuant to Sections 22 and 23 of the Declaration)

Unit _____ at 1480/1490 Bishops Gate in Oakville, Ontario

I/we, acknowledge and agree that I/we, the other occupants of the residential unit and invitees thereto, from time to time, in using and occupying the unit rented by me, will strictly comply with the Condominium Act 1998, the declaration, the by-laws, all agreements authorized by the by-laws of the Condominium, and all rules and regulations of the condominium corporation, during the entire term of my tenancy, and will be subject to the same duties imposed by the above as if I/we were a unit owner, except for the payment of common expenses, unless otherwise provided by the Condominium Act, 1998. I further acknowledge and agree that:

- i) I/we will be subject to the same duties imposed by the Condominium Act, 1998, the declaration, the by-laws and rules of the condominium corporation as if I/we were the owner of the residential unit except for the payment of common expenses, unless such payment (or portion thereof) is required by the Condominium Act, 1998 and/or by the declaration of the condominium corporation;
- ii) In the event that I/we am/are notified in writing by the condominium corporation that the landlord/owner of the residential unit which I/we am/are renting, is in default of the payment of common expenses with respect to such unit, and said notice required me, as tenant, to pay same to the condominium, I/we hereby acknowledge and agree that I/we shall then re-direct the rents being paid to the landlord/owner, to the Condominium to be applied to the outstanding common expenses, together with all interest accruing thereon.

I/we confirm that I/we have received a copy of the declaration, by-laws and rules of the corporation from the owner of the unit I/we am/are renting.

Signed this _____ day of _____, 20____ in _____.

Print Tenant's Name

Signature of Tenant

Print Owner's Name

Signature of Owner

PERSONS REQUIRING SPECIAL ASSISTANCE INFORMATION FORM

Please Complete and Return this Form to Property Management as soon as possible.

NAME: _____ TELEPHONE: _____

ADDRESS: _____ UNIT#: _____

As required in the condominium corporation’s Fire Safety Plan, and in order to ensure the safety of all residents during any emergency in the Building or at this Site, we are asking for your co-operation.

If you have any person residing in your unit/suite who would require special assistance during evacuation or any emergency, please fill in the information on this form below.

All information received is kept in strict confidence and used only by authorized persons in case of an emergency.

Brief description (i.e. difficulty walking, special breathing apparatus, bedridden, sprains/fractures, hearing/visually impaired). **Please print.**

Date Completed _____ Resident Signature _____

Please Complete and Return this Form to Central Erin Property Management

HALTON STANDARD CONDOMINIUM CORPORATION NO. 455

HSCC 455 - NEW SUITE OWNER & TENANT REGISTRATION POLICY

Effective: October 1, 2019

The Board of Directors of HSCC455 has approved a new policy for all owners or tenants who are new residents of 1480-90 Bishops Gate.

The change of ownership of a suite, or a new tenancy agreement attracts unique administrative costs such as programming of key fobs and the intercom system, arranging for move in elevator and telecommunication room access, collection and processing of important suite registration forms and monthly common element fee payment forms along with a building/suite information session.

This policy ensures that these costs are recovered by the owner of the unit and not borne by the corporation. The current service fee is **250.00** and will be automatically added to your owner ledger upon confirmation of a change in ownership and/or new Tenancy.

All forms are available at: www.1480bishops.com
www.1490bishops.com

If you are a new owner. forward completed forms to property management:

- 1) Unit Information Form
- 2) Pre-Authorized Payment form with a void cheque
- 3) Intercom Programming Form
- 4) Move-in date and time (see rules related to after-hours times as additional security costs may be applicable)
- 5) Copy of deed/title transfer or letter from a lawyer confirming the same
- 6) Preferred date for property management information tour of your unit (to familiarize yourself with the day-to-day operation of your unit)

If you are renting your unit. forward completed forms to property management:

- 1) Unit Information Form
- 2) Copy of Lease Agreement
- 3) Notification to Lease Form - signed by your tenant
- 4) Authorization to Use Amenities Form
- 5) Intercom Programming Form
- 6) Move-in date and time (see rules related to after-hours times as additional security costs may be applicable)
- 7) Preferred date for property management information tour of your unit (to Familiarize yourself with the day-to-day operation of your unit)