

DES Services Inc.

Condominium Property Management and Administrative Services

Date

Name

Address

Ottawa, Ontario

Code

Dear

Re: Leasing of Units

In accordance with section 83 of the Condominium Act of Ontario all unit owners who lease their units must comply with the following:

Section 83(1) states that "The owner of a unit who leases the unit or renews a lease of the unit shall, within 30 days of entering into the lease or the renewal, as the case may be;

- a) notify the corporation that the unit is leased;
- b) provide the corporation with the lessee's name, the owner's address and a copy of the lease or renewal or a summary of it in the form prescribed by the Minister; and
- c) provide the lessee with a copy of the declaration, by-laws and rules of the corporation."

The corporation is obligated by this same clause to maintain a record of the notices that it receives under this section.

Please find attached a *Summary of Lease* form which should be completed and returned to the undersigned in lieu of submitting a copy of the lease. Please also find attached a *Tenant's Undertaking and Acknowledgement* form to be completed and signed by the tenant as required in the declaration of CCC No. 486 section 4.3. Please return the completed to the undersigned.

Your anticipated prompt attention to this matter is appreciated.

Sincerely,

Josee Deslongchamps

DES Services Inc.

Agents for and on behalf of

Carleton Condominium Corporation No. 486

Encls.

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