

# ONTARIO REGULATION 48/01

made under the

## CONDOMINIUM ACT, 1998

Made: March 5, 2001

Filed: March 5, 2001

Printed in *The Ontario Gazette*: March 24, 2001

### GENERAL

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## **PART I DEFINITIONS AND APPLICATION**

### **Definitions**

#### **1. In this Regulation,**

"amalgamation" means an amalgamation under Part VII of the Act and "amalgamate" has a corresponding meaning;

"beneficiary" means a person on whose behalf a payment described in subsection 81 (1) of the Act has been made in respect of a proposed unit or a proposed common interest in a common elements condominium corporation and includes the person's successors and assigns;

"Condominium Corporations Index" means the Condominium Corporations Index mentioned in subsection 3 (3) of the Act;

"Condominium Register" means the Condominium Register mentioned in subsection 3 (4) of the Act;

"deposit receipt" means a deposit receipt described in paragraph 2 of subsection 20 (2);

"easement" means an easement, right of way, right or licence in the nature of an easement, *profit à prendre* or other incorporeal hereditament, but does not include any of those that arise by operation of law;

"insurer" means the insurer under a policy;

"land registrar" means the land registrar in whose registry or land titles division, as the case may be, the property is situated;

"parcel of tied land" means a parcel of land described in clause 139 (1) (a) of the Act in the case of a common elements condominium corporation and to which a common interest of an owner in the corporation attaches under clause 139 (2) (a) of the Act;

"phase" means the additional units and common elements in a phased condominium corporation that are created in accordance with Part XI of the Act upon the registration of an amendment to both the declaration and description;

"policy" means a policy described in paragraph 1 of subsection 20 (2);

"standard condominium corporation" means a freehold condominium corporation that is not a common elements condominium corporation or a vacant land condominium corporation;

"warranty corporation" means the corporation designated under section 2 of the *Ontario New Home Warranties Plan Act*.

## **Non-application of *Corporations Information Act***

**2.** Despite subsection 5 (4) of the Act, the *Corporations Information Act* does not apply

to any corporations.

## **Standard condominium corporations**

**3.** Corporations created before Part II of the Act came into force and continued as corporations under subsection 178 (1) of the Act are classified as standard condominium corporations.

## **PART II DECLARATION AND DESCRIPTION**

### **Place of Registration**

#### **Place of registration**

**4.** A declaration and description shall not be registered unless,

(a) the property described in Schedule A to the declaration, is situated entirely within the boundaries of one land titles division, the *Land Titles Act* applies to all the property and the declarant is the registered owner of the property with an absolute title under that Act; or

(b) the property described in Schedule A to the declaration, is situated entirely within the boundaries of one registry division, the *Registry Act* applies to all the property and the declarant holds a certificate of title to the property issued under Part I of the *Certification of Titles Act* within 10 years before the registration.

### **Declaration**

#### **Contents**

**5.** (1) A declaration shall not be received for registration unless,

(a) it is executed by the declarant;

(b) it meets the execution requirements for registration of a transfer/deed of land under the *Land Titles Act* or the *Registry Act*, as the case may be;

(c) the first page of the declaration contains a statement that the registration of the declaration and description will create a standard condominium corporation;

(d) it contains schedules known as Schedules A, B, C, D, E, F and G;

(e) the land registrar has received the description for the property and it is capable of being registered; and

(f) the declaration complies with this Regulation and all other legal requirements.

(2) Schedule A shall include,

(a) a description of the land and interests appurtenant to the land intended to be governed by the Act, including a description of every easement, as shown on the description that, upon the registration of the declaration and description, will be appurtenant to the land or to which the land will be subject; and

(b) a statement signed by the solicitor registering the declaration that, in his or her opinion, based on the parcel register or abstract index and the plans and documents recorded in them,

(i) the legal description is correct,

(ii) the easements mentioned in clause (a) will exist in law upon the registration of the declaration and description, and

(iii) the declarant is the registered owner of the land and appurtenant interests.

(3) Schedule B shall contain the consent under clause 7 (2) (b) of the Act, in Form 1, of every person having a registered mortgage against the land or interests appurtenant to the land, as the land and the interests are described in the description.

(4) Schedule C shall,

(a) specify the boundaries of each unit by reference to the buildings or monuments mentioned in subsections 6 (4), (5) and (6) of Ontario Regulation 49/01;

(b) fully describe the monuments mentioned in subsections 6 (4), (5) and (6) of Ontario Regulation 49/01 and the relationship of the boundaries of the units to them;

(c) contain a statement signed by an Ontario land surveyor licensed under the *Surveyors Act* certifying that the written description of the monuments and boundaries of the units accurately corresponds with the diagrams of the units described in clause 8 (1) (d) of the Act and shown on the plans of survey of the description prepared in accordance with Ontario Regulation 49/01;

(5) Schedule D shall contain,

(a) a statement of the proportions, expressed in percentages totalling 100 per cent, of the common interests appurtenant to the units; and

(b) a statement of the proportions, expressed in percentages totalling 100 per cent, allocated to the units, in which the owners are to contribute to the common expenses.

(6) Schedule E shall contain a statement specifying the common expenses of the corporation or may be left blank if the declarant so elects.

(7) Schedule F shall contain a specification of all parts of the common elements that are to be used by the owners of one or more designated units and not by all the owners or shall indicate that there are no such parts if that is the case.

(8) Schedule G shall contain,

(a) a certificate, in Form 2, of an architect certifying that all buildings on the property have been constructed in accordance with the regulations made under the Act, with respect to all or some matters listed in the paragraphs of the definition of "has been constructed" in subsection 6 (1); or

(b) one or more certificates of an engineer, in Form 2, certifying that all buildings on the property have been constructed in accordance with the regulations made under the Act, with respect to all or some matters listed in the paragraphs of the definition of "has been constructed" in subsection 6 (1).

(9) Every matter listed in the paragraphs of the definition of "has been constructed" in

subsection 6 (1) shall be certified to in the certificates in Form 2 that are contained in Schedule G.

(10) A declaration may contain schedules in addition to the schedules that it is required to contain under this Regulation.

## **Construction complete**

6. (1) For the purposes of subsection 5 (8),

"has been constructed" means, with respect to each building on the property, constructed at least to the following state:

1. The exterior building envelope, including roofing assembly, exterior wall cladding, doors and windows, caulking and sealants, is weather resistant if required by the construction documents and has been completed in general conformity with the construction documents.
2. Floor assemblies are constructed to the sub-floor.
3. Walls and ceilings of the common elements, excluding interior structural walls and columns in a unit, are completed to the drywall (including taping and sanding), plaster or other final covering.
4. All underground garages, if any, have walls and floor assemblies in place.
5. All elevating devices, if any, as defined in the *Elevating Devices Act*, are licensed under that Act if it requires a licence, except for elevating devices contained wholly in a unit and designed for use only within the unit.
6. All installations with respect to the provision of water and sewage services are in place.
7. All installations with respect to the provision of heat and ventilation are in place and heat and ventilation can be provided.
8. All installations with respect to the provision of air conditioning, if any, are in

place.

9. All installations with respect to the provision of electricity are in place.

10. All indoor and outdoor swimming pools, if any, are roughed in to the extent that they are ready to receive finishes, equipment and accessories.

11. Subject to paragraphs 2 and 3, the boundaries of the units are completed to the drywall (not including taping and sanding), plaster or other final covering, and perimeter doors are in place.

(2) Despite paragraph 2 of subsection (1), with respect to units intended for non-residential purposes that are not ancillary to units intended for residential purposes, the lowermost floor does not have to be in place if it is at grade.

(3) Despite paragraphs 3 and 11 of subsection (1), with respect to units intended for non-residential purposes that are not ancillary to units intended for residential purposes, wall or ceiling coverings, interior perimeter doors, interior partitions or walls between units or between units and common elements do not have to be in place.

### **Restrictions: amalgamation**

7. (1) A declaration shall not be registered if,

(a) it contains provisions requiring an owner, a future owner or anyone on the owner's or future owner's behalf to consent in writing to an amalgamation; or

(b) it contains provisions relating to an amalgamation.

(2) If a declaration contains a provision that is inconsistent with subsection (1), the declaration shall be deemed to contain another provision stating that the inconsistent provision is void.

### **Amendments**

8. An amendment made under section 107 of the Act to a declaration is exempt from subsection 7 (1) of the Act and clause 7 (2) (b) of the Act and is not required to contain



any statements or schedules described in section 5 that are in the registered declaration and that are not being amended by the amendment.

## Description

### Contents

**9.** (1) A description shall not be received for registration unless,

(a) it complies with all legal requirements; and

(b) the land registrar has received the declaration for the property and it is capable of being registered.

(2) Despite clause 8 (1) (b) of the Act, a description of a corporation shall not contain the architectural plans described in that clause if,

(a) it contains the structural plans described in that clause; and

(b) Schedule G to the declaration does not contain the certificate of an architect described in clause 5 (8) (a).

(3) Despite clause 8 (1) (e) of the Act, a description of a corporation shall not contain the certificates described in that clause.

(4) In addition to all other material that it is required to contain, a description shall contain a description of all easements and similar interests to which the property is subject.

(5) The description of the easements and similar interests to which the property is subject and the description of the interests appurtenant to the property required by clause 8 (1) (g) of the Act shall be combined and shall be in Form 3.

### Forms

**10.** (1) The land registrar's certificate of registration that clause 11 (1) (a) of Ontario Regulation 49/01 requires to be on the description shall be in Form 4.

- (2) The surveyor's certificate that clause 11 (1) (c) of Ontario Regulation 49/01 requires to be on the description shall be in Form 5.
- (3) The certificate that clause 11 (1) (e) or (f) or subsection 21 (2) of Ontario Regulation 49/01 requires to be on the description and that is made by the declarant or, if the description is being registered to effect an amalgamation, the persons authorized to bind each of the amalgamating corporations, shall be in Form 6.
- (4) The surveyor's certificate that clause 11 (3) (b) of Ontario Regulation 49/01 requires to be on the description shall be in Form 7.

## **Amendments**

- 11.** All persons are exempt from subsections 9 (2) and (3) of the Act when applying to register an amendment to the description made under section 109 or 110 of the Act.

## **PART III GENERAL**

### **Performance audit**

- 12.** (1) In subsection (2),

"telecommunications" means the emission, transmission or reception of any combination of signs, signals, writing, images, sound, data, alphanumeric characters or intelligence of any nature by wire, cable, radio or an optical, electromagnetic or any similar technical system.

- (2) For the purpose of clause 44 (5) (a) of the Act, the person who conducts the performance audit shall inspect the elevating devices, as defined in the *Elevating Devices Act*, if any, of the buildings on the property and the telecommunications systems, if any, that service the buildings.

- (3) For the purpose of clause 44 (5) (b) of the Act, the person who conducts the performance audit shall inspect the sprinkler systems, if any, and the outside parking areas, if any.

(4) In addition to the material specified in subsection 44 (8) of the Act, the written report mentioned in that subsection shall also include a copy of the current declaration and description registered in respect of the corporation, including all amendments to that declaration and description.

## **Proxies**

**13.** An instrument appointing a proxy to vote at a meeting of owners may be in,

- (a) Form 8, in the case of a proxy, other than for the election or removal of a director;
- (b) Form 9, in the case of a proxy that includes a proxy for the election of a director, other than for the election of a director for the remainder of the term of a director who has been removed; or
- (c) Form 10, in the case of a proxy that includes a proxy for the removal of a director or the election of a director for the remainder of the term of a director who has been removed.

## **By-laws**

**14.** The certificate of the officer of a corporation mentioned in subsection 38 (1) of Ontario Regulation 49/01 in respect of a by-law shall be in Form 11.

## **Records**

**15.** The corporation shall keep copies of the status certificates that it has issued under section 76 of the Act within the previous 10 years.

## **Financial statements**

**16.** (1) A corporation shall have its financial statements prepared in the manner and in accordance with the accounting principles specified in the Handbook of the Canadian Institute of Chartered Accountants.

(2) The auditor's report mentioned in subsection 67 (1) of the Act shall be prepared in the manner and in accordance with the auditing standards specified in the Handbook of the

## Canadian Institute of Chartered Accountants.

(3) In addition to the material specified in subsection 66 (2) of the Act, the financial statements shall also include,

(a) a comparison between,

(i) the amount of contributions to the reserve fund that the corporation has collected, and

(ii) the amount that, according to the board's plan for funding of the reserve fund under subsection 94 (8) of the Act, the corporation was required to collect as contributions to the reserve fund; and

(b) a comparison between,

(i) the amount of expenditures from the reserve fund that the corporation has made, and

(ii) the amount of proposed expenditures that, according to the board's plan for funding of the reserve fund under subsection 94 (8) of the Act, the corporation was to have made from the reserve fund.

(4) If a director makes a disclosure of an interest in a contract or transaction under section 40 of the Act and the corporation has entered into the contract or transaction, whether before or after the disclosure, the financial statements shall also include a brief description of the nature of the contract or transaction, the amount of money involved in it and the nature and extent of the director's interest in it.

(5) If an officer makes a disclosure of an interest in a contract or transaction under section 41 of the Act and the corporation has entered into the contract or transaction, whether before or after the disclosure, the financial statements shall also include a brief description of the nature of the contract or transaction, the amount of money involved in it and the nature and extent of the officer's interest in it.

## **Disclosure statement**

**17.** (1) In addition to the material specified in subsection 72 (3) of the Act, a disclosure statement mentioned in that subsection shall include,

(a) a copy of sections 73 and 74 of the Act;

(b) a statement that, under subsection 82 (8) of the Act, the declarant is entitled to retain the excess of all interest earned on money held in trust over the interest that it is required to pay to the purchaser under section 82 of the Act;

(c) a statement whether a part of the common elements may be used for commercial or other purposes not ancillary to residential purposes;

(d) if there is no by-law or proposed by-law of the corporation establishing what constitutes a standard unit, a copy of the schedule that the declarant intends to deliver to the board under clause 43 (5) (h) of the Act;

(e) a statement,

(i) indicating whether visitors must pay for parking and what the anticipated costs are,

(ii) indicating whether there is visitor parking on the property, and

(iii) if there is no visitor parking on the property, indicating whether visitor parking is available elsewhere and if so, describing where;

(f) an identification of the major assets and property that the declarant has indicated that it may provide, even though it is not required to do so;

(g) an indication of the units and assets that the corporation is required to purchase, the services that it is required to acquire and the agreements and leases that it is required to enter into with the declarant or a subsidiary body corporate, holding body corporate or affiliated body corporate of the declarant; and

(h) with respect to land that is owned by the declarant, or by a subsidiary body corporate, holding body corporate or affiliated body corporate of the declarant, and that is adjacent to the land described in the description, a statement indicating,

(i) the current use of the land,

(ii) the representations, if any, that the declarant has made respecting the future use of the land, and

(iii) a summary of the applications, if any, respecting the use of the land that have been submitted to an approval authority.

(2) In subsection (1),

"affiliated body corporate" means a body corporate that is deemed to be affiliated with another body corporate under subsection 1 (4) of the *Business Corporations Act*;

"body corporate" means a body corporate with or without share capital;

"holding body corporate" means a body corporate that is deemed to be the holding body of another body corporate under subsection 1 (3) of the *Business Corporations Act*;

"subsidiary body corporate" means a body corporate that is deemed to be a subsidiary of another body corporate under subsection 1 (2) of the *Business Corporations Act*.

(3) The table of contents in the disclosure statement mentioned in subsection 72 (4) of the Act shall be in Form 12.

## **Status certificate**

**18.** (1) A status certificate shall be in Form 13.

(2) The fee that a corporation may charge for providing a status certificate, including all material that is required to be included in it, shall not exceed \$100, inclusive of all applicable taxes.

## **Sale of units**

**19.** (1) The prescribed rate of interest for the purpose of paragraph 1 of subsection 80 (4) of the Act shall be the rate of interest that the Bank of Canada has most recently reported as the chartered bank administered interest rate for a conventional one year mortgage as

of the first of the month in which the purchaser assumes interim occupancy of a proposed unit or is required to do so under the agreement of purchase and sale.

(2) In subsection (3),

"bank rate" means the bank rate established by the Bank of Canada as the minimum rate at which the Bank of Canada makes short-term advances to members of the Canadian Payments Association.

(3) The prescribed rate of interest for the purpose of subsections 73 (3), 74 (9) and 82 (1), (5) and (7) of the Act shall be,

(a) for the period from April 1 to September 30 of each year, 2 per cent per annum below the bank rate at the end of March 31 of that year; and

(b) for the period from October 1 of each year to March 31 in the following year, 2 per cent per annum below the bank rate at the end of September 30 immediately before that October.

## **Trustees and security**

**20.** (1) The following classes are prescribed as trustees for the purpose of subsection 81 (1) of the Act:

1. Persons, other than the declarant's solicitor, who are entitled to practise law in Ontario as solicitors.

2. A partnership, other than the declarant's solicitor, of persons who are entitled to practise law in Ontario as solicitors.

3. Escrow agents for deposits with respect to a project who have entered into a deposit trust agreement with the declarant and either the warranty corporation or an insurer to govern money to be held in trust under section 81 of the Act with respect to the project.

(2) The following classes are prescribed as security for the purpose of clause 81 (7) (b) of the Act:

1. Policies that insure against the loss of payments described in subsection 81 (1) of the Act and the interest payable by the declarant on the payments, that meet the requirements of section 21 and that are in effect.
2. Deposit receipts executed by the warranty corporation that provide for compensation to a beneficiary in accordance with section 22, that meet the requirements of that section and that are in effect.

## **Insurance policies**

- 21.** (1) A policy shall take effect when it has been executed by or on behalf of the insurer and the declarant and when it has been delivered to the trustee or the declarant's solicitor holding the money for which the policy is being provided as security.
- (2) The trustee or the declarant's solicitor, as the case may be, shall hold the policy in trust for the beneficiary until the insurer is no longer liable under it in accordance with subsection (8).
- (3) The declarant shall pay the premiums in respect of a policy and shall not directly or indirectly transfer the cost of the premiums to the beneficiary.
- (4) The obligations of the insurer to the beneficiary under a policy shall not be affected by,
- (a) failure of the declarant to pay any premiums owing under the policy;
  - (b) failure of the declarant to notify the insurer of the receipt of payments described in subsection 81 (1) of the Act; or
  - (c) breach of any term or condition of the policy.
- (5) Upon request, the trustee or the declarant's solicitor, as the case may be, shall deliver the policy to the beneficiary so that the beneficiary can make a claim under it.
- (6) Immediately upon receiving written notice of a claim by the beneficiary under a policy, the insurer shall provide the beneficiary with forms upon which to make proof of loss.



(7) An insurer that receives written notice of a claim under subsection (6) shall pay the beneficiary within 60 days after the right of the beneficiary to payment under the policy has been established.

(8) An insurer shall remain liable under a policy until,

(a) the declarant delivers to the beneficiary a deed in registerable form to the unit, in respect of which the beneficiary or a person on the beneficiary's behalf has made a payment described in subsection 81 (1) of the Act;

(b) the declarant pays the beneficiary all money paid under subsection 81 (1) of the Act and interest on it payable by the declarant under the Act;

(c) the insurer pays the beneficiary the amount of the loss;

(d) the beneficiary acknowledges in writing that,

(i) the beneficiary is not entitled to the payments made by or on behalf of the beneficiary under subsection 81 (1) of the Act in respect of a proposed unit in the corporation and the interest payable on the payments by the declarant, and

(ii) the insurer is no longer liable under the policy; or

(e) a court of competent jurisdiction has made a final determination that the beneficiary is not entitled to the payments made by or on behalf of the beneficiary under subsection 81 (1) of the Act in respect of a proposed unit in the corporation and the interest payable on the payments by the declarant.

(9) An insurer who is required to make a payment under a policy shall pay interest to the beneficiary to the date of payment of the loss at the rate prescribed under subsection 19 (3).

(10) A provision in a policy that derogates in any manner from any right or benefit that this section confers on a beneficiary is void to the extent that it derogates from the right or benefit.

## **Deposit receipts**

- 22.** (1) A deposit receipt shall take effect when it has been executed by the beneficiary and by or on behalf of the warranty corporation and the declarant and when it has been delivered to the trustee or the declarant's solicitor, as the case may be, holding the money for which the deposit receipt is being provided as security.
- (2) A deposit receipt shall contain a statement that payments described in clause 81 (1) (a) or (c) of the Act are not covered by a deposit receipt and that they must be held in trust in accordance with section 81 of the Act.
- (3) A deposit receipt shall not constitute prescribed security for the purposes of paragraph 2 of subsection 20 (2) unless, by the terms of the deposit receipt, the amount of compensation that the warranty corporation is liable to pay to a beneficiary under it is,
- (a) if the amount of the payments described in clause 81 (1) (b) of the Act made by or on behalf of the beneficiary is \$20,000 or less, the amount so paid; or
  - (b) if the amount of the payments described in clause 81 (1) (b) of the Act made by or on behalf of the beneficiary is more than \$20,000, \$20,000 or such greater amount that may be provided under the deposit receipt.
- (4) A deposit receipt that establishes a limit on the liability of the warranty corporation shall not constitute prescribed security for the purposes of paragraph 2 of subsection 20 (2) unless it contains a statement that whatever amount is paid by or on behalf of the beneficiary to the declarant in excess of the limit is subject to section 81 of the Act.
- (5) The beneficiary is not liable for the payment to an insurer of any premium payable in respect of a policy of insurance that the warranty corporation takes out to insure its obligation to pay under a deposit receipt.
- (6) The declarant shall not directly or indirectly charge the beneficiary for any costs relating to the deposit receipt.
- (7) The obligations of the warranty corporation to the beneficiary under a deposit receipt shall not be affected by,
- (a) failure of the declarant to comply with any term or condition of the declarant's agreement with the warranty corporation;

(b) failure of the declarant to notify the warranty corporation or its insurer or insurers of the receipt of payments described in clause 81 (1) (b) of the Act;

(c) failure of the warranty corporation to notify its insurer or insurers of the receipt of payments described in clause 81 (1) (b) of the Act;

(d) breach of any term or condition of the deposit receipt; or

(e) breach by the beneficiary or the declarant of any term or condition of a policy of insurance that the warranty corporation takes out to insure its obligation to pay under a deposit receipt.

(8) Immediately upon receiving written notice of a claim by the beneficiary under a deposit receipt, the warranty corporation shall provide the beneficiary with forms upon which to make proof of loss.

(9) If the warranty corporation receives written notice of a claim under subsection (8), it shall pay the beneficiary within 60 days after the right of the beneficiary to payment under the deposit receipt has been established.

(10) The warranty corporation shall remain liable under a deposit receipt until,

(a) the declarant delivers to the beneficiary a deed in registerable form to the unit in respect of which the beneficiary or a person on the beneficiary's behalf has made a payment described in clause 81 (1) (b) of the Act;

(b) the declarant pays the beneficiary all money paid under clause 81 (1) (b) of the Act and interest on it payable by the declarant under the Act;

(c) the warranty corporation pays to the beneficiary the amount of the loss to the extent of the warranty corporation's liability under the deposit receipt;

(d) the beneficiary acknowledges in writing that,

(i) the beneficiary is not entitled to the payments made by or on behalf of the beneficiary under subsection 81 (1) of the Act in respect of a proposed unit in the

corporation and the interest payable on the payments by the declarant, and

(ii) the insurer is no longer liable under the policy; or

(e) a court of competent jurisdiction has made a final determination that the beneficiary is not entitled to the payments made by or on behalf of the beneficiary under subsection 81 (1) of the Act in respect of a proposed unit in the corporation and the interest payable on the payments by the declarant.

(11) If the warranty corporation is required to make a payment under a deposit receipt, it shall pay interest to the beneficiary to the date of payment of the loss at the rate prescribed under subsection 19 (3).

(12) A provision in a deposit receipt that derogates in any manner from any right or benefit that this section confers on a beneficiary is void to the extent that it derogates from the right or benefit.

### **Lease of units**

**23.** For the purpose of section 83 of the Act,

"lease" includes a sublease or assignment of lease.

### **Notice of lien**

**24.** The notice that subsection 85 (4) of the Act requires the corporation to give to the owner for a lien mentioned in that subsection shall be in Form 14.

### **Changes to common elements**

**25.** (1) In addition to the matters specified in clause 98 (1) (b) of the Act, the agreement described in that clause shall specify who will have the ownership of the proposed addition, alteration or improvement to the common elements under subsection 98 (2) of the Act.

(2) For the purpose of clause 98 (2) (e) of the Act, the board must be satisfied that the proposed addition, alteration or improvement to the common elements under subsection

98 (2) of the Act will not contravene the by-laws or rules of the corporation and will not have an adverse effect on the rest of the common elements.

## **Termination**

**26.** Sections 122 and 123 of the Act do not apply to a corporation if the total of the proportions, expressed in percentages, of the common interests, as specified in the registered declaration, is not equal to 100 per cent.

## **PART IV RESERVE FUND STUDIES**

## **Definitions**

**27.** In this Part,

"component inventory" means an inventory, in a reserve fund study of a corporation, of each item of the common elements and assets of the corporation that requires, or is expected to require within at least 30 years of the date of the study, major repair or replacement where the cost of replacement is not less than \$500;

"comprehensive study" means a comprehensive reserve fund study that meets the requirements of this Regulation;

"updated study based on a site inspection" means a comprehensive study that has been revised so that it is current as of the date of the revision, where the revision is based on a site inspection of the property and where the revision has been conducted in accordance with the requirements of this Regulation;

"updated study not based on a site inspection" means a comprehensive study that has been revised so that it is current as of the date of the revision, where the revision is not based on a site inspection of the property and where the revision has been conducted in accordance with the requirements of this Regulation.

## **Classes**

**28.** The following classes of reserve fund studies are established:

1. Comprehensive study.
2. Updated study based on a site inspection.
3. Updated study not based on a site inspection.

## **Contents of studies**

**29.** (1) A reserve fund study shall consist of a physical analysis and a financial analysis.

(2) The physical analysis shall consist of,

(a) the component inventory of the corporation; and

(b) an assessment of each item in the component inventory that states its actual or estimated year of acquisition, its present or estimated age, its normal expected life, its remaining life expectancy, the estimated year for its major repair or replacement, its estimated cost of major repair or replacement as of the date of the study, the percentage of that cost of major repair or replacement to be covered by the reserve fund and the adjusted cost resulting from the application of that percentage.

(3) The financial analysis shall consist of,

(a) a description of the financial status of the reserve fund as of the date of the study; and

(b) a recommended funding plan projected over a period of at least 30 consecutive years, beginning with the current fiscal year of the corporation, that shows the minimum balance of the reserve fund during the period and, for each projected year,

(i) the estimated cost of major repair or replacement of the common elements and assets of the corporation based on current costs for the year in which the study is conducted,

(ii) the estimated cost of major repair or replacement of the common elements and assets of the corporation at the estimated time of the repair or replacement based on an assumed annual inflation rate,

- (iii) the annual inflation rate described in subclause (ii),
- (iv) the estimated opening balance of the reserve fund,
- (v) the recommended amount of contributions to the reserve fund, determined on a cash flow basis, that are required to offset adequately the expected cost in the year of the expected major repair or replacement of each item in the component inventory,
- (vi) the estimated interest that will be earned on the reserve fund based on an assumed annual interest rate,
- (vii) the annual interest rate described in subclause (vi),
- (viii) the total of the amounts described in subclauses (v) and (vi),
- (ix) the increase, if any, expressed as a percentage, in the recommended amount of contributions to the reserve fund over the recommended amount of contributions for the immediately preceding year, and
- (x) the estimated closing balance of the reserve fund.

(4) In preparing or updating the component inventory of the corporation, the person conducting the study shall review,

- (a) the declaration and description;
- (b) if any, the current by-laws or proposed by-laws of the corporation establishing what constitutes a standard unit; and
- (c) if there is no by-law described in clause (b), a copy of the schedule that the declarant intends to deliver or has delivered to the board under clause 43 (5) (h) of the Act.

(5) In preparing or updating the financial analysis described in subsection (3), the person conducting the study shall review,

- (a) the most recent audited financial statements of the corporation or, if section 60 of the Act does not require the corporation to appoint auditors, the most recent financial statements of the corporation;
- (b) all reciprocal cost sharing agreements, if any, of the corporation;
- (c) the most recent reserve fund study of the corporation; and
- (d) the most recent notice, if any, of future funding of the reserve fund sent to the owners under clause 94 (9) (a) of the Act.

### **Method of conducting studies**

- 30.** (1) The person conducting a reserve fund study shall sign it.
- (2) A comprehensive study or an updated study based on a site inspection shall be based on,
- (a) a visual site inspection of the property, including a visual inspection of each item in the component inventory where practicable;
  - (b) all other inspections of each item in the component inventory that the person conducting the study considers appropriate or necessary;
  - (c) a verification of records of the corporation; and
  - (d) interviews with those of the corporation's directors, officers, employees and agents that the person conducting the study considers appropriate.
- (3) As part of preparing the assessment described in clause 29 (2) (b) in a comprehensive study or updating the assessment in an updated study based on a site inspection, the person conducting the study shall review,
- (a) all existing warranties, guarantees and service contracts for each item in the component inventory;
  - (b) the as-built architectural, structural, engineering, mechanical, electrical and



plumbing plans for the property that are in the custody or under the control of the corporation;

(c) the as-built specifications for the buildings that are in the custody or under the control of the corporation;

(d) the plans for underground site services, site grading, drainage and landscaping, and television, radio or other communications services for the property that are in the custody or under the control of the corporation;

(e) the repair and maintenance records and schedules in the custody or under the control of the corporation; and

(f) all other records of the corporation that the person conducting the study requires in order to prepare the assessment.

(4) An updated study not based on a site inspection shall be based on a verification of records of the corporation and interviews with those of its directors, officers, employees and agents that the person conducting the study considers appropriate.

(5) In addition to the material that a reserve fund study is required to contain, the study may contain all further information and analysis that the person conducting the study or the board considers appropriate or necessary.

## **Time for studies**

**31.** (1) A corporation created before the day section 94 of the Act comes into force shall conduct a comprehensive study within three years of that day except if,

(a) on that day it has a comprehensive study that meets the requirements of this Regulation; and

(b) it conducts an updated study based on a site inspection within three years of that day.

(2) The reserve fund study that subsection 94 (4) of the Act requires a corporation created on or after the day section 94 of the Act comes into force to conduct within the year

following the registration of the declaration and description shall be a comprehensive study.

(3) A corporation shall conduct a reserve fund study within three years of completing the reserve fund study that it is required to conduct under subsection (1) or (2), as the case may be, and after that, within every three years after completing the immediately preceding reserve fund study.

(4) A reserve fund study that a corporation is required to conduct under subsection (3) shall be,

(a) a comprehensive study;

(b) an updated study not based on a site inspection, if the immediately preceding reserve fund study for the corporation was a comprehensive study or an updated study based on a site inspection; or

(c) an updated study based on a site inspection, if the immediately preceding reserve fund study for the corporation was an updated study not based on a site inspection.

### **Person conducting studies**

**32.** (1) Subject to subsection (2), the following classes are prescribed as persons who may conduct a reserve fund study:

1. Members of the Appraisal Institute of Canada holding the designation of Accredited Appraiser Canadian Institute.

2. Persons who hold a certificate of practice within the meaning of the *Architects Act*.

3. Members of the Ontario Association of Certified Engineering Technicians and Technologists who are registered as certified engineering technologists under the *Ontario Association of Certified Engineering Technicians and Technologists Act, 1998*.

4. Members of the Real Estate Institute of Canada holding the designation of certified reserve planner.

5. Persons who hold a certificate of authorization within the meaning of the *Professional Engineers Act*.

6. Graduates of Ryerson Polytechnic University with a Bachelor of Technology (Architectural Science) - Building Science Option or Architecture Option.

7. Members of the Canadian Institute of Quantity Surveyors holding the designation of professional quantity surveyor.

8. Members of the Association of Architectural Technologists of Ontario holding the designation of architectural technologist, architecte-technologue or registered building technologist under the *Association of Architectural Technologists of Ontario Act, 1996*.

(2) A person who conducts a reserve fund study shall not,

(a) be a director, officer or property manager of the corporation;

(b) directly or indirectly, have an interest in,

(i) a contract or transaction to which a director or officer of the corporation is a party in a capacity other than as a director or officer of the corporation, or

(ii) a proposed contract or transaction to which a director or officer of the corporation will be a party in a capacity other than as a director or officer of the corporation;

(c) be the spouse, same-sex partner, son or daughter of a director or officer of the corporation or son or daughter of the spouse or same-sex partner of a director or officer of the corporation;

(d) be an owner as defined in the Act in relation to the corporation; or

(e) be a person who lives on the property managed by the corporation under section 17 of the Act.

(3) In subsection (2),

"same-sex partner" means either of two persons of the same sex who live together in a conjugal relationship outside marriage;

"spouse" means,

(a) a spouse as defined in section 1 of the *Family Law Act*, or

(b) either of two persons of the opposite sex who live together in a conjugal relationship outside marriage.

(4) A person who conducts a reserve fund study shall be insured under a policy of liability insurance that includes,

(a) coverage for liability for errors, omissions and negligent acts arising out of conducting or not conducting a reserve fund study, subject to the exclusions, conditions and terms that are consistent with normal insurance industry practice;

(b) a policy limit for each single claim of not less than \$1 million per occurrence;

(c) an aggregate policy limit in the amount of not less than \$2 million per year for all claims in the year or an automatic policy limit reinstatement feature; and

(d) a maximum deductible amount of \$3,500 per occurrence.

(5) A person who conducts a reserve fund study shall ensure that the policy of liability insurance is valid at the time the reserve fund study is completed and is kept valid for a period of at least three years after that time.

(6) Upon request, the person shall provide to the corporation a certificate of the policy of liability insurance.

### **Plan for future funding**

**33.** (1) Except in the case of a corporation to which subsection (2) applies, the prescribed period of time for the purpose of subsection 94 (8) of the Act shall be the fiscal year of the corporation following the fiscal year in which the reserve fund study is completed.

(2) In the case of all reserve fund studies that a corporation created before the day section 94 of the Act comes into force is required to conduct after that date under subsection 31 (1) and within 10 years after the date of the first reserve fund study that it is required to conduct after that coming into force date, the prescribed period of time for the purpose of subsection 94 (8) of the Act shall be 10 years from the date of that first reserve fund study.

(3) The notice that the board is required to send under subsection 94 (9) of the Act shall be in Form 15.

## **PART V AMALGAMATION**

### **Conditions for amalgamation**

**34.** (1) No corporations may amalgamate unless,

(a) they are standard condominium corporations;

(b) in respect of each of the amalgamating corporations that is a phased condominium corporation, all phases have been completed or more than 10 years have passed since the registration of the declaration and description that created the corporation;

(c) in respect of each of the amalgamating corporations, a turn-over meeting has been held under section 43 of the Act, or a predecessor of it, and, to the best of the knowledge of the board, the declarant has delivered to the board everything that section, or a predecessor of it, required the declarant to deliver;

(d) each of the amalgamating corporations has conducted, in accordance with Part IV, a comprehensive reserve fund study or an updated study based on a site inspection within the year before the board gives the owners the notice of meeting described in subsection 120 (3) of the Act; and

(e) each of the amalgamating corporations has entered into an interim agreement with each other dealing with the conduct of the affairs of each of the corporations from the day that the board of the first corporation to give the notice of meeting described in subsection 120 (3) of the Act has given that notice, until the corporations amalgamate or until their boards determine that the amalgamation will not proceed.

(2) The agreement mentioned in clause (1) (e) shall deal with matters including expenditures from the reserve fund, borrowing of funds, making, amending or repealing by-laws, entering into new contracts, initiation of any legal proceedings, any substantial addition, alteration, or improvement to the common elements, any substantial change in the assets of the corporation, and any substantial change in a service that the corporation provides to the owners.

(3) The agreement mentioned in clause (1) (e) shall not contravene the regulations made under the Act or the declaration, by-laws or rules of each of the amalgamating corporations.

(4) In addition to the requirements of subsection 120 (3) of the Act, the notice of meeting described in that subsection shall include,

(a) a copy of the comprehensive reserve fund study or the updated study based on a site inspection that the corporation is required to conduct under clause (1) (d);

(b) a copy of the interim agreement described in clause (1) (e);

(c) an estimate of the costs of carrying out the proposed amalgamation for each of the amalgamating corporations; and

(d) one of the following statements:

1. A statement describing the provisions of the proposed declaration, description, by-laws and rules that, in the opinion of the board giving the notice, differ significantly from those contained in the declaration, description, by-laws and rules of the amalgamating corporation.

2. A statement that there are no provisions in the proposed declaration, description, by-laws and rules that, in the opinion of the board giving the notice, differ significantly from those contained in the declaration, description, by-laws and rules of the amalgamating corporation.

(5) The consent in writing mentioned in clause 120 (1) (b) of the Act,

(a) must not be executed before the meeting held in accordance with subsections 120

(2) and (3) of the Act; and

(b) must be executed by,

(i) if the owner is an individual, the owner,

(ii) if the owner is a corporation, the persons authorized to bind the corporation, or

(iii) if a mortgagee is entitled to execute the consent in the place of the owner under section 48 of the Act, the individual mortgagee or, if the mortgagee is a corporation, the persons authorized to bind the corporation.

### **Place of registration**

**35.** (1) Section 4 does not apply to a declaration and description that are being registered to effect an amalgamation.

(2) A declaration and description that are being registered to effect an amalgamation shall not be registered unless,

(a) the property described in the description is situated entirely within the boundaries of one land titles division and the *Land Titles Act* applies to all the property; or

(b) the property described in the description is situated entirely within the boundaries of one registry division and the *Registry Act* applies to all the property.

### **Declaration**

**36.** (1) This section applies to a declaration only if it is being registered to effect an amalgamation.

(2) Subsection 7 (1) of the Act and clause 5 (1) (a) of this Regulation, do not apply to a declaration.

(3) In addition to the requirements of subsection 5 (1), a declaration shall not be received for registration unless,

(a) it is executed by the officers of each amalgamating corporation who are duly authorized to sign on behalf of the corporation; and

(b) the property consists only of the property of each of the amalgamating corporations and there is no change in the boundaries of the units of each of the amalgamating corporations.

(4) A declaration shall not be received for registration if the amalgamated corporation would be a phased condominium corporation.

(5) Despite clause 5 (2) (b), the statement of the solicitor contained in Schedule A to the declaration and described in that clause shall not contain the statement described in subclause 5 (2) (b) (iii) but, if there are easements that will merge and no longer exist in law upon the registration of the declaration and description, the statement of the solicitor shall set out a legal description of the easements and the most recent registered instrument number in which they are fully described and shall contain a statement that the easements will merge and no longer exist in law upon the registration of the declaration and description.

(6) Clause 7 (2) (b) of the Act does not apply to a declaration and despite clause 5 (1) (d), a declaration shall not contain a Schedule B.

(7) In addition to the requirements of subsection 5 (4), Schedule C to the declaration shall contain,

(a) a list indicating all units in the amalgamating corporations and what units they will become in the amalgamated corporation; and

(b) a list indicating all units in the amalgamated corporation and what units they were in the amalgamating corporations.

(8) In addition to the requirements of clause 5 (4) (c), the statement of an Ontario land surveyor contained in Schedule C to the declaration and described in that clause shall certify that the lists described in clauses (7) (a) and (b) are accurate and complete.

(9) Subsection 5 (6) does not apply to a declaration.



- (10) Schedule E to the declaration shall contain a statement specifying the common expenses of the amalgamated corporation or may be left blank if the amalgamating corporations so elect.
- (11) Despite clause 5 (1) (d), a declaration shall not contain a Schedule G.
- (12) In addition to the requirements of subsection 7 (2) of the Act, a declaration shall include,
- (a) a statement by the persons authorized to bind each of the amalgamating corporations that their corporation has complied with section 120 of the Act and the regulations made under the Act; and
  - (b) a statement by the persons authorized to bind each of the amalgamating corporations that is a phased condominium corporation, that all phases have been completed or more than 10 years have passed since the registration of the declaration and description that created the amalgamating corporation.
- (13) Clause 7 (1) (b) does not apply to a declaration.

## **Description**

**37.** Clauses 8 (1) (b) and (e) of the Act do not apply to a description effecting an amalgamation.

## **Reserve fund studies**

- 38.** (1) Section 31 and subsections 33 (1) and (2) do not apply to an amalgamated corporation.
- (2) An amalgamated corporation shall conduct a comprehensive reserve fund study within three years of the date that any of the amalgamating corporations completes the latest reserve fund study that it is required to conduct before the amalgamation.
- (3) An amalgamated corporation shall conduct a reserve fund study within three years of completing the reserve fund study that it is required to conduct under subsection (2) and, after that, within every three years after completing the immediately preceding reserve

fund study.

(4) A reserve fund study that an amalgamated corporation is required to conduct under subsection (3) shall be,

(a) a comprehensive study;

(b) an updated study not based on a site inspection, if the immediately preceding reserve fund study for the corporation was a comprehensive study or an updated study based on a site inspection; or

(c) an updated study based on a site inspection, if the immediately preceding reserve fund study for the corporation was an updated study not based on a site inspection.

(5) Except in the case of a corporation to which subsection (6) applies, the prescribed period of time for the purpose of subsection 94 (8) of the Act shall be the fiscal year of the corporation following the fiscal year in which the reserve fund study is completed.

(6) In the case of all reserve fund studies that an amalgamated corporation, of which all the amalgamating corporations were created before the day section 94 of the Act comes into force, is required to conduct within 10 years after the date of the earliest reserve fund study that any of the incorporating corporations was required to conduct under subsection 31 (1), the prescribed period of time for the purpose of subsection 94 (8) of the Act shall be 10 years from the date of the earliest reserve fund study that any of the amalgamating corporations was required to conduct under subsection 31 (1).

## **PART VI**

### **COMMON ELEMENTS CONDOMINIUM CORPORATIONS**

#### **Place of registration**

**39.** In addition to the requirements of section 4, a declaration and description for a common elements condominium corporation shall not be registered unless,

(a) if the *Land Titles Act* applies to the property described in the description, all the parcels of tied land are situated entirely within the boundaries of the land titles division within which the property is situated and the owner of the freehold estate in

each of the parcels is the registered owner of the parcel with an absolute title under that Act; or

(b) if the *Registry Act* applies to the property described in the description, all the parcels of tied land are situated entirely within the boundaries of the registry division within which the property is situated and the owner of the freehold estate in each of the parcels holds a certificate of title to the parcel issued under Part I of the *Certification of Titles Act* within 10 years before the registration.

## **Declaration**

**40.** (1) In addition to the requirements of subsection 5 (1), a declaration for a common elements condominium corporation shall not be received for registration unless,

(a) the first page of the declaration contains,

(i) a statement that the registration of the declaration and description will create a common elements condominium corporation, and

(ii) a statement that a parcel of tied land may not be divided into two or more parcels unless an amendment is registered to the declaration that takes into account the division of the parcel of tied land; and

(b) it contains schedules known as Schedules H, I and J.

(2) Despite clause 5 (1) (c), the first page of a declaration for a common elements condominium corporation shall not contain the statement described in that clause.

(3) In addition to the requirements of subsection 5 (3), Schedule B to the declaration for a common elements condominium corporation shall contain a consent in Form 16 of every person having a registered mortgage against a parcel of tied land.

(4) Despite clause 5 (1) (d), a declaration for a common elements condominium corporation shall not contain a Schedule C.

(5) Subsection 5 (5) does not apply to a declaration for a common elements condominium corporation.

(6) Schedule D to the declaration for a common elements condominium corporation shall contain,

(a) a statement that the common elements are intended for the use and enjoyment of the owners for the purpose of clause 140 (a) of the Act;

(b) a legal description of the parcels of tied land for the purpose of clause 140 (b) of the Act;

(c) a statement of the proportions, expressed in percentages totalling 100 per cent, of the common interest that will attach to each parcel of tied land; and

(d) a statement of the proportions, expressed in percentages totalling 100 per cent, allocated to the parcels of tied land, in which the owners are to contribute to the common expenses.

(7) Subsection 5 (7) does not apply to a declaration for a common elements condominium corporation.

(8) Schedule F to the declaration for a common elements condominium corporation shall contain a specification of all parts of the common elements that are to be used by the owners of one or more designated common interests and not by all the owners or shall indicate that there are no such parts if that is the case.

(9) Despite clause 5 (1) (d), a declaration for a common elements condominium corporation shall not contain a Schedule G if the declaration and description show that there are no buildings, structures, facilities or services included in the common elements.

(10) Subsections 5 (8) and (9) and section 6 do not apply to a declaration for a common elements condominium corporation.

(11) Schedule G to the declaration for a common elements condominium corporation shall contain,

(a) a certificate, in Form 17, of an architect certifying that,

(i) all buildings and structures that the declaration and description show are

included in the common elements have been completed and installed in accordance with the regulations made under the Act, with respect to all or some matters listed in the paragraphs of the definition of "has been completed and installed" in section 41, and

(ii) some or all of the facilities and services that the declaration and description show are included in the common elements have been installed and provided in accordance with the definition of "has been installed and provided" in section 41; or

(b) one or more certificates of an engineer, in Form 17, certifying that,

(i) all buildings and structures that the declaration and description show are included in the common elements have been completed and installed in accordance with the regulations made under the Act, with respect to some matters listed in the paragraphs of the definition of "has been completed and installed" in section 41, and

(ii) some or all of the facilities and services that the declaration and description show are included in the common elements have been installed and provided in accordance with the definition of "has been installed and provided" in section 41.

(12) In a declaration for a common elements condominium corporation,

(a) every matter listed in the paragraphs of the definition of "has been completed and installed" in section 41 shall be certified to in the certificates in Form 17 that are contained in Schedule G; and

(b) the certificates in Form 17 that are contained in Schedule G shall certify that all facilities and services that the declaration and description show are included in the common elements have been installed and provided in accordance with the definition of "has been installed and provided" in section 41.

(13) If the declaration and description for a common elements condominium corporation show that there are no buildings or structures included in the common elements, the certificates in Form 17 contained in the declaration shall not contain the certification described in subclauses (11) (a) (i) and (b) (i) and clause (12) (a) does not apply to the

declaration.

(14) If the declaration and description for a common elements condominium corporation show that there are no facilities or services included in the common elements, the certificates in Form 17 contained in the declaration shall not contain the certification described in subclauses (11) (a) (ii) and (b) (ii) and clause (12) (b) does not apply to the declaration.

(15) Schedule H shall contain,

(a) a list, in individual items numbered consecutively beginning with the number "1", of all buildings, structures, facilities and services that are included in the common elements; and

(b) a brief description of each item sufficient to identify it.

(16) The list shall show each of the items identified under one of the following headings as appropriate:

1. Buildings and structures.

2. Facilities and services.

(17) Schedule I shall be the certificate that is described in clause 139 (1) (b) of the Act, that is in the form required by subsection 43 (1) of Ontario Regulation 49/01 and that is signed by each of the owners of a common interest in the corporation.

(18) Schedule J shall be the notice that is described in subsection 139 (2) (b) of the Act and that is in the form required by subsection 43 (2) of Ontario Regulation 49/01.

## **Construction complete**

**41.** For the purposes of subsections 40 (11) and 56 (7),

"has been completed and installed" means, with respect to each building and structure that the declaration and description show are included in the common elements, constructed at least to the following state:

1. The exterior building envelope, including roofing assembly, exterior wall cladding, doors and windows, caulking and sealants, is weather resistant if required by the construction documents and has been completed in general conformity with the construction documents.
2. Floor assemblies are constructed and completed to the final covering.
3. Walls and ceilings are completed to the drywall (including taping and sanding), plaster or other final covering.
4. All underground garages, if any, have walls and floor assemblies in place.
5. All elevating devices, if any, as defined in the *Elevating Devices Act*, are licensed under that Act if it requires a licence.
6. All installations with respect to the provision of water and sewage services, if any, are in place and operable.
7. All installations with respect to the provision of heat and ventilation, if any, are in place and heat and ventilation can be provided.
8. All installations with respect to the provision of air conditioning, if any, are in place and operable.
9. All installations with respect to the provision of electricity, if any, are in place and operable.
10. All indoor and outdoor swimming pools, if any, are completed and operable;

"has been installed and provided" means, with respect to the facilities and services that the declaration and description show are included in the common elements, installed and provided in accordance with the requirements of the municipalities in which the land is situated or the requirements of the Minister of Municipal Affairs and Housing, if the land is not situated in a municipality.

## **Parcels of tied land**

**42.** (1) A declarant is exempt from clause 139 (2) (b) of the Act.

(2) Subsection 139 (3) of the Act does not apply to a common elements condominium corporation.

(3) A parcel of tied land set out in Schedule D to the declaration may not be divided into two or more parcels of tied land unless an amendment is registered to the declaration that takes into account the division of the parcel of tied land.

## **Description**

**43.** (1) Subsection 9 (2) does not apply to a description for a common elements condominium corporation.

(2) Despite clause 8 (1) (b) of the Act, a description for a common elements condominium corporation shall not contain the architectural plans described in that clause if,

(a) it contains the structural plans described in that clause and, in accordance with subsection 40 (11), Schedule G to the declaration does not contain the certificate of an architect mentioned in that subsection; or

(b) the declaration and description for the corporation show that there are no buildings, structures, facilities or services included in the common elements.

## **Provisions for owner-occupied units**

**44.** Subsections 28 (3), 46 (3) and 51 (5) to (8) of the Act do not apply to a common interest in a common elements condominium corporation.

## **Security**

**45.** (1) Subsection 20 (2) and section 22 do not apply to a common elements condominium corporation.

(2) The following class is prescribed as security for the purpose of clause 81 (7) (b) of the Act: policies that insure against the loss of payments described in subsection 81 (1) of the



Act and the interest payable by the declarant on the payments, that meet the requirements of section 21 and that are in effect.

## **Insurance policies**

**46.** (1) Subsections 21 (2) and (8) do not apply to a common elements condominium corporation.

(2) In the case of a common elements condominium corporation, the trustee or the declarant's solicitor, as the case may be, shall hold the policy in trust for the beneficiary until the insurer is no longer liable under it in accordance with subsection (3).

(3) In the case of a common elements condominium corporation, an insurer shall remain liable under a policy until,

(a) the declarant delivers to the beneficiary a deed in registerable form to the common interest in the corporation, in respect of which the beneficiary or a person on the beneficiary's behalf has made a payment described in subsection 81 (1) of the Act;

(b) the declarant pays the beneficiary all money paid under subsection 81 (1) of the Act and interest on it payable by the declarant under the Act;

(c) the insurer pays the beneficiary the amount of the loss;

(d) the common interest, in respect of which the beneficiary or a person on the beneficiary's behalf has made a payment described in subsection 81 (1) of the Act, has attached to the beneficiary's parcel of tied land;

(e) the beneficiary acknowledges in writing that,

(i) the beneficiary is not entitled to the payments made by or on behalf of the beneficiary under subsection 81 (1) of the Act in respect of a proposed common interest in the corporation and the interest payable on the payments by the declarant, and

(ii) the insurer is no longer liable under the policy; or

(f) a court of competent jurisdiction has made a final determination that the beneficiary is not entitled to the payments made by or on behalf of the beneficiary under subsection 81 (1) of the Act in respect of a proposed common interest in the corporation and the interest payable on the payments by the declarant.

## PART VII PHASED CONDOMINIUM CORPORATIONS

### Definition

47. In this Part,

"servient lands" means the land owned by the declarant that is not included in the property upon the registration of the declaration and description, or the most recent amendments to the declaration and description, but that will be included in the property after the declarant has created all phases that it is entitled to create in the corporation, including the buildings and structures on the land.

### Place of registration

48. (1) Section 4 does not apply to a phased condominium corporation.

(2) A declaration and description for a phased condominium corporation shall not be registered unless,

(a) the property and the servient lands, as the property and those lands are described in Schedule A to the declaration, are situated entirely within the boundaries of one land titles division, the *Land Titles Act* applies to all the property and, if any, the servient lands and the declarant is the registered owner of the property and, if any, the servient lands, with an absolute title under that Act; or

(b) the property and the servient lands, as the property and those lands are described in Schedule A to the declaration, are situated entirely within the boundaries of one registry division, the *Registry Act* applies to all the property and, if any, the servient lands and the declarant holds a certificate of title to the property and, if any, the servient lands, issued under Part I of the *Certification of Titles Act* within 10 years before the registration.

## **Declaration**

**49.** (1) Despite clause 5 (1) (c), the first page of a declaration for a phased condominium corporation shall not contain the statement described in that clause.

(2) In addition to the requirements of subsection 5 (1), a declaration for a phased condominium corporation shall not be received for registration unless the first page of the declaration contains a statement that the registration of the declaration and description will create a standard condominium corporation that is a phased condominium corporation.

(3) In addition to the requirements of clause 5 (2) (b), the statement of a solicitor contained in Schedule A to the declaration for a phased condominium corporation and described in that clause shall set out a legal description of the lands that will be the servient lands and shall contain a statement that the legal description is a legal description of the servient lands.

(4) In addition to the requirements of subsection 5 (3), Schedule B to the declaration of a phased condominium corporation shall contain the consent, in Form 1, of every person having a registered mortgage against the servient lands.

## **Description**

**50.** Despite clause 145 (1) (d) of the Act, a description of a phased condominium corporation shall not contain the legal description of the lands that will be the servient lands.

## **Restrictions on creating phases**

**51.** Amendments to a declaration and description creating a phase shall not be registered unless,

- (a) the corporation is a standard condominium corporation;
- (b) the declaration contains the statement described in subsection 49 (2);
- (c) Schedule A to the declaration contains the legal description of the lands that will

be the servient lands;

(d) the phase contains at least one unit;

(e) the units and common elements included in the phase are not part of an existing building on the property;

(f) more than 60 days have passed since the registration of the declaration and description that created the corporation or the registration of the latest amendments to the declaration and description creating a phase, whichever is the later;

(g) there is no outstanding application to the Superior Court of Justice for an injunction under subsection 149 (2) of the Act and the Superior Court has not issued an injunction to prevent the registration of the amendments creating the phase;

(h) the amendments are registered no later than 10 years after the registration of the declaration and description that created the corporation; and

(i) the amendments comply with all other legal requirements.

### **Amendment to declaration for phase**

**52.** (1) Except as provided in this section, sections 5 and 6 do not apply to an amendment to a declaration creating a phase.

(2) An amendment to a declaration creating a phase shall not be received for registration unless,

(a) it is executed by the declarant;

(b) it meets the execution requirements for registration of a transfer/deed of land under the *Land Titles Act* or the *Registry Act*, as the case may be;

(c) it contains a statement that at least 60 days have passed since the declarant delivered to the corporation the documents described in clauses 149 (1) (a), (b) and (c) of the Act;

(d) it contains a statement setting out the date on which the board was elected at a meeting of owners and stating that,

(i) the meeting was held at a time when the declarant did not own the majority of the units,

(ii) more than 60 days have passed since the registration of the declaration and description that created the corporation or the registration of the latest amendments to the declaration and description creating a phase, whichever is the later, and

(iii) there is no outstanding application to the Superior Court of Justice for an injunction under subsection 149 (2) of the Act and the Superior Court has not issued an injunction to prevent the registration of the amendments creating the phase;

(e) it replaces Schedule A to the declaration with Schedule A described in subsection (3);

(f) it amends Schedule B to the declaration to include the consent, in Form 18, of every person having a registered mortgage against the land included in the phase or interests appurtenant to the land, as the land and the interests are described in the amendment to the description required for creating the phase;

(g) it amends Schedule C to the declaration to include, with respect to the land included in the phase, the material that subsection 5 (4) requires;

(h) it replaces Schedule D to the declaration with Schedule D described in subsection (4);

(i) it amends Schedule F to the declaration to include,

(i) a specification of all parts of the common elements contained in the phase that are to be used by the owners of one or more designated units and not by all the owners or,

(ii) a statement that there are no parts described in subclause (i), if that is the case;

(j) it amends Schedule G to the declaration to include the material described in subsection (5); and

(k) it contains a schedule known as Schedule K.

(3) Schedule A to the amendment to the declaration shall contain,

(a) the description of the property that was included in Schedule A to the declaration, as originally registered, except for the easements that will merge and no longer exist in law upon the registration of the amendment to the declaration and that are described in the Schedule as required by subclause (e) (i), and the description shall be identified as "FIRSTLY" or "PREMIÈREMENT";

(b) the descriptions, in order of their registration, of all phases that have already been created, as described in amendments to Schedule A to the declaration, except for the easements that will merge and no longer exist in law upon the registration of the amendment to the declaration and that are described in the Schedule as required by subclause (e) (i), and the descriptions shall be identified consecutively starting with "SECONDLY" or "DEUXIÈMEMENT";

(c) a legal description, identified with the next consecutive ordinal number, of the land included in the phase and interests appurtenant to the land intended to be governed by the Act, including a description of every easement, as shown on the amendment to the description that, upon the registration of the amendments to the declaration and description, will be appurtenant to the phase or to which the phase will be subject;

(d) a statement signed by the solicitor registering the amendment to the declaration that sets out a legal description of the lands that will be the servient lands, if any, and that states that, in his or her opinion, based on the parcel register or abstract index and the plans and documents recorded in them,

(i) the legal description mentioned in clause (c) is correct,

(ii) the easements mentioned in clause (c) will exist in law upon the registration of the amendment to the declaration and description creating the phase,

(iii) the legal description of the land that will be the servient lands is set out in the solicitor's statement, and

(iv) the declarant is the registered owner of the land included in the phase and interests appurtenant to the land; and

(e) if there are easements that will merge and no longer exist in law upon the registration of the amendment to the declaration, a statement signed by the solicitor registering the amendment to the declaration that,

(i) sets out a legal description of the easements and the most recent registered instrument number in which they are fully described, and

(ii) states that, in his or her opinion, based on the parcel register or abstract index and the plans and documents recorded in them, the easements will merge and no longer exist in law upon the registration of the amendment to the declaration.

(4) Schedule D to the amendment to the declaration shall contain,

(a) a statement of the proportions, expressed in percentages totalling 100 per cent, of the common interests appurtenant to the units in the corporation after the creation of the phase; and

(b) a statement of the proportions, expressed in percentages totalling 100 per cent, allocated to the units in the corporation, in which the owners after the creation of the phase are to contribute to the common expenses.

(5) The material to be added to Schedule G to the declaration is,

(a) the certificates, with respect to the land included in the phase, that subsections 5 (8) and (9) and section 6 require; and

(b) a statement from any of the municipalities in which the land included in the phase is situated, or from the Minister of Municipal Affairs and Housing if the land is not situated in a municipality, that,

(i) all facilities and services have been installed or provided as the person making

the statement determines are necessary to ensure the independent operation of the corporation if no subsequent phases are created, or

(ii) a bond or other security has been posted that is sufficient to ensure the independent operation of the corporation if no subsequent phases are created.

(6) The statement described in clause (5) (b) shall be signed by a person authorized to bind the municipality or the Minister making the statement.

(7) For the purposes of clause 146 (11) (a) of the Act, the facilities and services covered by the bond or the security mentioned in that clause have been installed or provided when there are no facilities and services remaining to be installed or provided that the person making the statement described in clause (5) (b) determines are necessary to ensure the independent operation of the corporation if no subsequent phases are created.

(8) Schedule K to the amendment to the declaration shall contain,

(a) a statement of all conditions that the approval authority, in approving or exempting under section 9 of the Act the amendment to the description creating the phase, requires the amendment to the declaration to mention; or

(b) a statement that there are no conditions described in clause (a), if that is the case.

(9) An amendment to a declaration creating a phase may also contain,

(a) an amendment to Schedule E to the declaration specifying the common expenses of the corporation, whether or not the Schedule has been previously left blank; or

(b) any other amendments to the declaration that are a result solely of creating the phase.

### **Amendment to description for phase**

**53.** (1) Despite clause 146 (5) (b) of the Act, an amendment to a description creating a phase shall not contain the legal description of the lands that will be the servient lands.

(2) Subsections 9 (4) and (5) do not apply to an amendment to a description creating a



phase.

(3) In addition to all other material that it is required to contain, an amendment to a description creating a phase shall contain a description of all easements and similar interests to which the land included in the phase is subject.

(4) The description of the easements and similar interests to which the land included in the phase is subject and the description of the interests appurtenant to the land required by clause 8 (1) (g) of the Act shall be combined and shall be in Form 3.

### **Forms for amendments creating phase**

**54.** (1) Amendments to the declaration and description creating a phase shall be in Form 19.

(2) Subsection 10 (1) does not apply to an amendment to a description creating a phase.

(3) The land registrar's certificate of registration that clause 11 (1) (a) of Ontario Regulation 49/01 requires to be on an amendment to a description creating a phase shall be in Form 20.

### **Disclosure statement**

**55.** In addition to the material specified in subsection 72 (3) of the Act, a disclosure statement mentioned in that subsection for a phased condominium corporation shall include a statement that no amendments to the declaration and description creating a phase may be registered after more than 10 years after the registration of the declaration and description that created the corporation

## **PART VIII VACANT LAND CONDOMINIUM CORPORATIONS**

### **Declaration**

**56.** (1) In addition to the requirements of subsection 5 (1), a declaration for a vacant land condominium corporation shall not be received for registration unless,

(a) despite clause 155 (1) (a) of the Act, none of the units are part of a building or structure and none of the units include part of a building or structure, except if a building or structure is located entirely within the boundaries of the unit;

(b) the first page of the declaration contains a statement that the registration of the declaration and description will create a vacant land condominium corporation; and

(c) it contains a schedule known as Schedule H that complies with subsections 40 (15) and (16).

(2) Despite clause 5 (1) (c), the first page of a declaration for a vacant land condominium corporation shall not contain the statement described in that clause.

(3) Subsection 5 (4) does not apply to a declaration for a vacant land condominium corporation.

(4) Schedule C to the declaration for a vacant land condominium corporation shall contain a statement signed by an Ontario land surveyor licensed under the *Surveyors Act* certifying that the boundaries of the units are controlled by the monuments illustrated on the plan of survey described in clause 157 (1) (a) of the Act.

(5) Despite clause 5 (1) (d), a declaration for a vacant land condominium corporation shall not contain a Schedule G if the declaration and description show that there are no buildings, structures, facilities or services included in the common elements.

(6) Subsections 5 (8) and (9) and section 6 do not apply to a declaration for a vacant land condominium corporation.

(7) Schedule G to the declaration for a vacant land condominium corporation shall contain the statement described in clause (8) (b) or,

(a) a certificate, in Form 17, of an architect certifying that,

(i) all buildings and structures that the declaration and description show are included in the common elements have been completed and installed in accordance with the regulations made under the Act, with respect to all or some matters listed in the paragraphs of the definition of "has been completed and installed" in section

41, and

(ii) some or all of the facilities and services that the declaration and description show are included in the common elements have been installed and provided in accordance with the definition of "has been installed and provided" in section 41;  
or

(b) one or more certificates of an engineer, in Form 17, certifying that,

(i) all buildings and structures that the declaration and description show are included in the common elements have been completed and installed in accordance with the regulations made under the Act, with respect to some matters listed in the paragraphs of the definition of "has been completed and installed" in section 41,  
and

(ii) some or all of the facilities and services that the declaration and description show are included in the common elements have been installed and provided in accordance with the definition of "has been installed and provided" in section 41.

(8) If Schedule G to the declaration for a vacant land condominium corporation does not contain the required certificates described in clause (7) (a) or (b), it shall contain,

(a) a statement by the declarant that the certificates will be included in an amendment to the description; and

(b) a statement from any of the municipalities in which the land is situated, or the Minister of Municipal Affairs and Housing if the land is not situated in a municipality, stating that a bond or other security that is acceptable to the municipalities in which the land is situated or the Minister, as the case may be, has been posted that is sufficient to ensure that,

(i) the buildings and structures that the declaration and description show are included in the common elements will be completed and installed in accordance with the regulations made under the Act,

(ii) the facilities and services that the declaration and description show are included in the common elements will be installed and provided in accordance

with the regulations made under the Act,

(iii) the items described in clause 158 (3) (b) of the Act will be included in an amendment to the description.

(9) The statement described in clause (8) (b) shall be signed by a person authorized to bind the municipality or the Minister, as the case may be.

(10) In a declaration for a vacant land condominium corporation,

(a) every matter listed in the paragraphs of the definition of "has been completed and installed" in section 41 shall be certified to in the certificates in Form 17 that are contained in Schedule G; and

(b) the certificates in Form 17 that are contained in Schedule G shall certify that all facilities and services that the declaration and description show are included in the common elements have been installed and provided in accordance with the definition of "has been installed and provided" in section 41.

(11) If the declaration and description for a vacant land condominium corporation show that there are no buildings or structures included in the common elements, the certificates in Form 17 contained in the declaration shall not contain the certification described in subclauses (7) (a) (i) and (b) (i) and clause (10) (a) does not apply to the declaration.

(12) If the declaration and description for a vacant land condominium corporation show that there are no facilities or services included in the common elements, the certificates in Form 17 contained in the declaration shall not contain the certification described in subclauses (7) (a) (ii) and (b) (ii) and clause (10) (b) does not apply to the declaration.

## **Description**

**57.** (1) Subsections 9 (2), (3) and (5) do not apply to a description for a vacant land condominium corporation.

(2) Despite clause 157 (1) (b) of the Act, a description for a vacant land condominium corporation shall not contain the architectural plans described in that clause if,

(a) it contains the structural plans described in that clause and, in accordance with subsection 56 (7), Schedule G to the declaration does not contain the certificate of an architect mentioned in that subsection; or

(b) the declaration and description for the corporation show that there are no buildings, structures, facilities or services included in the common elements.

(3) Despite clause 157 (1) (c) of the Act, a description of a corporation shall not contain the certificates described in that clause.

(4) The description of the easements and similar interests to which the property is subject and the description of the interests appurtenant to the property required by clause 157 (1) (d) of the Act shall be combined and shall be in Form 3.

### **Amendment to description**

**58.** (1) Despite subsection 157 (1) of the Act and clause 158 (3) (b) of the Act, an amendment described in that clause to the description for a vacant land condominium corporation shall be in Form 21 and shall not contain the material described in clauses 157 (1) (a), (c) and (d) of the Act.

(2) A declarant is exempt from subsections 9 (2) and (3) of the Act when applying to register an amendment described in clause 158 (3) (b) of the Act to the description for a vacant land condominium corporation.

(3) If Schedule G to the declaration for a vacant land condominium corporation is required to contain the certificates described in clause 56 (7) (a) or (b) and does not contain them, the amendment described in clause 158 (3) (b) of the Act to the description shall contain them.

## **PART IX LEASEHOLD CONDOMINIUM CORPORATIONS**

### **Restrictions on creation**

**59.** A declaration and description for a leasehold condominium corporation shall not be registered unless,

- (a) the term of the leasehold interests in the units in the corporation and their appurtenant common interests is the same as, or less than, the unexpired term of the leasehold interest affecting the property;
- (b) the owners of the leasehold interests in the units in the corporation are the owners, as tenants in common, of the leasehold estate in the property under a lease with the lessor; and
- (c) one of the following situations applies:
  - 1. The property described in the description is situated entirely within the boundaries of one land titles division, the *Land Titles Act* applies to all the property, the lessor is the registered owner of the property with an absolute title under that Act and the declarant is the registered owner of a leasehold parcel of land that consists of or includes the property.
  - 2. The property described in the description is situated entirely within the boundaries of one registry division, the *Registry Act* applies to all the property and the lessor holds a certificate of title to the property issued under Part I of the *Certification of Titles Act* within 10 years before the registration.

## **Declaration**

**60.** (1) In addition to the requirements of subsection 5 (1), a declaration for a leasehold condominium corporation shall not be received for registration unless,

- (a) it is executed by the lessor;
- (b) the first page of the declaration contains,
  - (i) a statement that the registration of the declaration and description will create a leasehold condominium corporation, and
  - (ii) a statement that the building and improvements to the property form part of the property;
- (c) it contains schedules known as Schedules L and M; and

(d) it contains a statement that no person shall terminate the leasehold interest in the units and their appurtenant common interests except in accordance with the Act.

(2) Despite clause 5 (1) (c), the first page of a declaration for a leasehold condominium corporation shall not contain the statement described in that clause.

(3) Schedule L shall set out all provisions of the leasehold interests that affect the property, the corporation and the owners and that are binding on them, and shall include,

(a) a statement that the provisions of the leasehold interests set out in the Schedule are binding on the property, the corporation and the owners;

(b) a statement of the term of the leasehold interests of the owners;

(c) a schedule setting out the amount of rent for the property payable by the corporation on behalf of the owners to the lessor and the times at which the rent is payable for at least the first five years immediately following the registration of the declaration and description; and

(d) a formula to determine the amount of rent for the property payable by the corporation on behalf of the owners to the lessor and the times at which the rent is payable during the remainder of the term of the owners' leasehold interests following the time for which the schedule described in clause (c) states the amount of rent payable.

(4) Schedule M shall contain a statement signed by the solicitor registering the declaration that, in his or her opinion, based on the parcel register or abstract index and the plans and documents recorded in them,

(a) the lessor is the registered owner of the freehold estate in the land and appurtenant interests;

(b) the declarant is the registered owner of the leasehold estate in the land and appurtenant interests; and

(c) the lease of the declarant in the land and appurtenant interests is a valid and subsisting lease for a term, for which the statement specifies the length.

## **Amendment to declaration**

**61.** The amendment that subsection 174 (8) of the Act requires a leasehold condominium corporation to register to the declaration shall be in Form 22.

## **Forms**

**62.** (1) The notice that clause 174 (1) (a) of the Act requires the lessor to give a leasehold condominium corporation if the lessor intends to renew all the leasehold interests shall be in Form 23.

(2) The notice that clause 174 (1) (b) of the Act requires the lessor to give a leasehold condominium corporation if the lessor intends to not renew all the leasehold interests shall be in Form 24.

(3) The notice that subsection 174 (4) of the Act requires the corporation to send to the owners shall be in Form 25.

(4) The notice that subsection 174 (6) of the Act requires the corporation to give to the lessor shall be in Form 26.

## **PART X TRANSITIONAL**

### **Declaration and description**

**63.** (1) If, before the day Part II of the Act comes into force, a description, including an amendment to a description, was acceptable for registration except for not having the approval or exemption from approval under the *Planning Act* required by section 50 of the *Condominium Act*,

(a) sections 5, 6, 8, 9, 10 and 11 and Forms 1 to 7 do not apply to the description, including the amendment to the description, and the declaration, including the amendment to the declaration, that is required to accompany the description; and

(b) despite section 63 of this Regulation, sections 2, 8 and 9, subsections 15 (1), (2) and (3) and Forms 7, 8 and 9 of Regulation 96 of the Revised Regulations of Ontario,



1990 and Regulation 97 of the Revised Regulations of Ontario, 1990, as they read immediately before that day, continue to apply to the description, including the amendment to the description, and the declaration, including the amendment to the declaration, that is required to accompany the description.

(2) This section is revoked on the 180th day after the day Part II of the Act comes into force.

### **Disclosure and sale of units**

**64.** If, on or before the day sections 44, 72 to 75 and 78 to 82 of the Act come into force, the declarant with respect to a corporation has entered into one or more agreements of purchase and sale for a unit or proposed unit in the corporation,

(a) sections 12, 17 and 19 to 22 do not apply; and

(b) despite subsection 63 (1) of this Regulation, sections 34 to 37 of Regulation 96 of the Revised Regulations of Ontario, 1990, as those sections existed immediately before the revocation of that Regulation, continue to apply.

## **PART XI REVOCATIONS AND COMMENCEMENT**

### **Revocations**

**65. (1) Regulation 96 of the Revised Regulations of Ontario, 1990 and Ontario Regulations 179/91, 129/92 and 148/92 are revoked.**

**(2) Regulation 97 of the Revised Regulations of Ontario, 1990 and Ontario Regulation 180/91 are revoked.**

### **Commencement**

**66. This Regulation comes into force on the day Part II of the Act comes into force.**

### **Form 1**

*Condominium Act, 1998*

CONSENT  
(SCHEDULE B TO DECLARATION)  
(under clause 7 (2) (b) of the *Condominium Act, 1998*)

*(Strike out whichever is not applicable:*

1. I (We) have a registered mortgage within the meaning of clause 7 (2) (b) of the *Condominium Act, 1998*, registered as Number .... in the Land Registry Office for the Land Titles (or Registry) Division of .

OR

I (We) have a mortgage registered against land owned by the declarant that is included in the property but not included in a phase, including the buildings and structures on the land, registered as Number in the Land Registry Office for the Land Titles (or Registry) Division of .)

2. I (We) consent to the registration of *(strike out whichever is not applicable: this declaration / this amendment to the declaration, which is not an amendment for creating a phase)*, pursuant to the Act, against the land or the interests appurtenant to the land, as the land and the interests are described in the description.

*(If the mortgage is a registered mortgage within the meaning of clause 7 (2) (b) of the Condominium Act, 1998, include the following paragraph:)*

3. I (We) postpone the mortgage and the interests under it to the declaration and the easements described in Schedule A to the declaration.

4. I am (We are) entitled by law to grant this consent *(if applicable, add: and postponement.)*

Dated this day of , .

*(signature)*

*(print name)*

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

## **Form 2**

*Condominium Act, 1998*

**CERTIFICATE OF ARCHITECT OR ENGINEER  
(SCHEDULE G TO DECLARATION FOR A STANDARD OR LEASEHOLD  
CONDOMINIUM CORPORATION)**

*(under clause 8 (1) (e) or (h) of the Condominium Act, 1998)*

I certify that:

*[Strike out whichever is not applicable:*

Each building on the property

**OR**

*(In the case of an amendment to the declaration creating a phase:*

Each building on the land included in the phase)]

has been constructed in accordance with the regulations made under the *Condominium Act, 1998*, with respect to the following matters:

*(Check whichever boxes are applicable)*

1.  The exterior building envelope, including roofing assembly, exterior wall cladding, doors and windows, caulking and sealants, is weather resistant if required by the construction documents and has been completed in general conformity with the construction documents.

2.  Except as otherwise specified in the regulations, floor assemblies are

constructed to the sub-floor.

3. \_ Except as otherwise specified in the regulations, walls and ceilings of the common elements, excluding interior structural walls and columns in a unit, are completed to the drywall (including taping and sanding), plaster or other final covering.

4. \_ All underground garages have walls and floor assemblies in place.

OR

\_ There are no underground garages.

5. \_ All elevating devices as defined in the *Elevating Devices Act* are licensed under that Act if it requires a licence, except for elevating devices contained wholly in a unit and designed for use only within the unit.

OR

\_ There are no elevating devices as defined in the *Elevating Devices Act*, except for elevating devices contained wholly in a unit and designed for use only within the unit.

6. \_ All installations with respect to the provision of water and sewage services are in place.

7. \_ All installations with respect to the provision of heat and ventilation are in place and heat and ventilation can be provided.

8. \_ All installations with respect to the provision of air conditioning are in place.

OR

\_ There are no installations with respect to the provision of air conditioning.

9. \_ All installations with respect to the provision of electricity are in place.

10. \_ All indoor and outdoor swimming pools are roughed in to the extent that they are ready to receive finishes, equipment and accessories.

OR

\_ There are no indoor and outdoor swimming pools.

11. \_ Except as otherwise specified in the regulations, the boundaries of the units are completed to the drywall (not including taping and sanding), plaster or other final covering, and perimeter doors are in place.

Dated this day of , .

*(signature)*

*(print name)*

*(Strike out whichever is not applicable:*

Architect

Professional Engineer)

### Form 3

*Condominium Act, 1998*

#### SCHEDULE OF APPURTENANT AND SERVIENT INTERESTS

*(in the case of an amendment to a description creating a phase in a phased condominium corporation, add: FOR THE PHASE)*

*(under clauses 8 (1) (g) and (h) of the Condominium Act, 1998 or clauses 157 (1) (d) and (e) of the Act,  
in the case of a vacant land condominium corporation)*

	Part	Plan	Described In	Notes (if any)
--	------	------	--------------	----------------

TOGETHER WITH (APPURTENANT INTERESTS)				1.
SUBJECT TO (SERVIENT INTERESTS)				2.

*Notes:*

- 1. If some, but not all, units have appurtenant interests, place a check mark in this box and add a note that identifies those units and the instrument in which the interests are described.*
  
- 2. If a unit or part of a unit is subject to servient interests, place a check mark in this box and add a note that identifies all those units and parts of a unit and the instrument in which the interests are described.*

**Form 4**

*Condominium Act, 1998*

**CERTIFICATE OF REGISTRATION**

*(name of land titles or registry division, excluding the number)*

*(type of corporation i.e. standard, common elements, vacant land, leasehold)*

**CONDOMINIUM PLAN NO.** *(identify condominium plan)*

*[In the case of a common elements condominium corporation, indicate the following only if there are parts of the common elements that are to used by one or more designated owners and not by all owners:*

**LEVEL (or LEVELS) . to . ]**

*[If the sheet designates units, include the following:*

UNIT (or UNITS) to /

Registered in the Land Registry Office for the Land Titles (or Registry) Division of at .  
o'clock on the day of , .

*(signature)*

Land Registrar

## Form 5

*Condominium Act, 1998*

### SURVEYOR'S CERTIFICATE

I certify that:

1. This survey and plan are correct and in accordance with the *Condominium Act, 1998*, the *Surveys Act*, the *Surveyors Act* and the *Land Titles Act* (or *Registry Act*, as the case may be) and the regulations made under them.

2. The survey was completed on the day of ,

*(For all condominium corporations except common elements condominium corporations and vacant land condominium corporations, include the following paragraph on each of the sheets designating units:)*

3. The diagrams of the units shown on this plan are substantially accurate.

*(If the plan is of Crown land and was prepared under the instructions of the Surveyor General of Ontario, include the following paragraph:)*

4. This plan and the field notes were prepared from an actual survey performed under my personal supervision and I was present on the site during the progress of this survey.

Dated this day of , .

*(signature)*

*(print name)*

Ontario Land Surveyor

## Form 6

*Condominium Act, 1998*

### CERTIFICATE OF DECLARANT OR OF AMALGAMATING CORPORATIONS

*[For all condominium corporations except common elements condominium corporations:*

This is to certify that the property included in *(in the case of an amendment to a description creating a phase, add: the phase shown on)* this plan has been laid out into units and common elements in accordance with my instructions.]

*(In the case of a common elements condominium corporation:*

This is to certify that the property included in this plan has been laid out into common elements in accordance with my instructions.)

*(In the case of a leasehold condominium corporation:*

This is to certify that the building and improvements to the property form part of the property.)

Dated this day of , .

*[For all condominium corporations except if the description is being registered to effect an amalgamation:*

Declarant:

*(signature)*



*(print name)*

*(signature)*

*(print name)*

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

*[If the description is being registered to effect an amalgamation, add the following for each amalgamating corporation:*

Condominium Corporation No.

*(signature)*

*(print name)*

*(signature)*

*(print name)*

*(Affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.)]*

## **Form 7**

*Condominium Act, 1998*

### **SURVEYOR'S CERTIFICATE EXCLUSIVE USE COMMON ELEMENTS**

I certify that this plan of survey accurately shows the extent and location of the exclusive use portions of the common elements.

Dated this day of , .

*(signature)*

*(print name)*

Ontario Land Surveyor

## Form 8

*Condominium Act, 1998*

### PROXY FOR GENERAL MATTERS

(under subsection 52 (6) of the *Condominium Act, 1998*)

TO: *(name of condominium corporation)* Condominium Corporation No.

*(known as the "Corporation")*

1. I am (We are)

the registered owner(s),

authorized to act on behalf of the registered owner(s),

the mortgagee(s), or

authorized to act on behalf of the mortgagee(s)

*[If the Corporation is any condominium corporation but a common elements condominium corporation:*

*Strike out whichever is not applicable:*

*of (state suite number and municipal address)*

OR

*of Unit , Level , of . (identify condominium plan)]*

*[If the Corporation is a common elements condominium corporation:*

*Strike out whichever is not applicable:*

of *(state suite number and municipal address)*,

OR

of *(provide brief description)*,

being the parcel of land to which a common interest in the Corporation is attached.]

2. I (We) appoint , if present, or failing him or her, , if present, to be a proxy (known as the "Proxy") and to attend and vote on my (our) behalf at the meeting of owners to be held on the day of , , and at any adjournment of the meeting (known as the "Meeting").

3. The Proxy may vote on my (our) behalf in respect of all matters that may come before the Meeting, except for any election or removal of a director

*(If applicable add: and subject to any instructions set out below),*

as I (we) could do if personally present at the Meeting.

*[If the Proxy is being instructed on how to vote, add:*

I (We) instruct the Proxy to vote *(set out whether the Proxy is to vote in favour of or against a particular matter)]*.

4. I (We) revoke all proxies previously given.

*(If you are the mortgagee(s) or you are authorized to act on behalf of the mortgagee(s), include the following paragraph:)*

5. The mortgagee(s) has/have complied with section 48 of the *Condominium Act, 1998* and under that section has/have the right to vote at the Meeting in the place of the registered owner(s).

Dated this . . day of , at (*circle whichever is applicable: a.m./p.m.*)

(*signature*)

(*print name*)

(*signature*)

(*print name*)

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

(*If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.*)

## **Form 9**

### *Condominium Act, 1998*

#### PROXY FOR GENERAL MATTERS AND FOR THE ELECTION OF DIRECTORS (under subsection 52 (6) of the *Condominium Act, 1998*)

TO: (*name of condominium corporation*) Condominium Corporation No.

(known as the "Corporation")

1. I am (We are)

the registered owner(s),

authorized to act on behalf of the registered owner(s),

the mortgagee(s), or

authorized to act on behalf of the mortgagee(s)

*[If the Corporation is any condominium corporation but a common elements condominium corporation:*

*Strike out whichever is not applicable:*

of *(state suite number and municipal address)*

OR

of Unit , Level ., of *(identify condominium plan)]*

*[If the Corporation is a common elements condominium corporation:*

*Strike out whichever is not applicable:*

of *(state suite number and municipal address),*

OR

of *(provide brief description),*

being the parcel of land to which a common interest in the Corporation is attached.]

2. I (We) appoint , if present,

or failing him or her, , if present, to be a proxy (known as the "Proxy") and to attend and vote on my (our) behalf at the meeting of owners to be held on the day of , , and at any adjournment of the meeting (known as the "Meeting").

3. The Proxy may vote on my (our) behalf in respect of all matters that may come before the Meeting, subject to the instructions set out below, as I (we) could do if personally present at the Meeting.

*(If applicable, include the following paragraph:)*

4. I (We) instruct the Proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below. The candidates are or may be candidates

for those positions on the board of directors for which all owners may vote at the Meeting:

**Candidates for Positions on the Board  
for which all owners may vote**

1.

Candidate's Name

2. .

Candidate's Name

3.

Candidate's Name

4.

Candidate's Name

*(additional names may be added)*

*Note: Print the name of any individual whom you wish to elect to the board of directors. Your Proxy may only vote for individuals whose names are set out above and who, at the time of the vote, are candidates. If you list more names than positions available on the board of directors, your Proxy will vote in the order set out above up to the number of positions that are available.*

*(If applicable, add the following paragraph:)*

I (We) instruct the Proxy to nominate, if necessary, and to vote for the candidate set out below for the position on the board of directors for which only owners of owner-occupied units may vote under subsection 51 (6) of the *Condominium Act, 1998*:

**Candidates for the Position on the Board**

**for which only owners of owner-occupied units may vote**  
(if applicable under subsection 51 (6) of the *Condominium Act, 1998*)

Candidate's Name

*Note: Your Proxy may only vote for one candidate.*

*[This provision may be included at the option of the person giving the proxy:*

*In the event that the candidate for which the Proxy has been directed to vote, ceases to be a candidate for any reason, the Proxy is to vote for the following candidate instead: . (set out the name of the alternate candidate for whom the Proxy is instructed to vote)].*

*(If applicable include the following paragraph:)*

5. I (We) revoke all proxies previously given.

*(If you are the mortgagee(s) or you are authorized to act on behalf of the mortgagee(s), include the following paragraph:)*

6. The mortgagee(s) has/have complied with section 48 of the *Condominium Act, 1998* and under that section has/have the right to vote at the Meeting in the place of the registered owner(s).

Dated this day of , at *(circle whichever is applicable: a.m./p.m.)*

*(signature)*

*(print name)*

*(signature)*

*(print name)*

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

*(If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.)*

## Form 10

### *Condominium Act, 1998*

#### PROXY FOR GENERAL MATTERS AND FOR THE REMOVAL OF DIRECTORS AND ELECTION OF SUBSTITUTES (under subsection 33 (2) of the *Condominium Act, 1998*)

TO: *(name of condominium corporation)* Condominium Corporation No. .

*(known as the "Corporation")*

1. I am (We are)

the registered owner(s),

authorized to act on behalf of the registered owner(s),

the mortgagee(s), or

authorized to act on behalf of the mortgagee(s)

*[If the Corporation is any condominium corporation but a common elements condominium corporation:*

*Strike out whichever is not applicable:*

*of (state suite number and municipal address)*

OR

*of Unit , Level , of (identify condominium plan)]*

*[If the Corporation is a common elements condominium corporation:*



*Strike out whichever is not applicable:*

*of (state suite number and municipal address),*

OR

*of (provide brief description),*

being the parcel of land to which a common interest in the Corporation is attached./

2. I (We) appoint , if present,

or failing him or her, , if present, to be a proxy (known as the "Proxy") and to attend and vote on my (our) behalf at the meeting of owners to be held on the day of , , and at any adjournment of the meeting (known as the "Meeting").

3. The Proxy may vote on my (our) behalf in respect of all matters that may come before the Meeting, subject to the instructions set out below, as I (we) could do if personally present at the Meeting.

4. I (We) instruct the Proxy to vote as indicated below in respect of the removal of director(s) from the board of directors of the Corporation:

Name of Director In favour Against

of removal removal

--

--

--

--

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*Note: If a Director's position is the position for which only owners of owner-occupied units can vote, indicate that only owners of owner-occupied units may vote in favour of or against removal of this Director.*

*(If applicable, include the following paragraph:)*

5. If the vote for removal of director(s) from the board of directors of the Corporation is successful, I (we) instruct the Proxy to nominate, if necessary, and to vote for the candidates named below and in the order set out below. The candidates are or may be candidates for those positions on the board of directors for which all owners may vote at the Meeting:

**Candidates for Positions on the Board  
for which all owners may vote**

1. .

Candidate's Name

2. .

Candidate's Name

3.

Candidate's Name

4.

Candidate's Name

5.

Candidate's Name

*(additional names may be added)*

*Note: Print the name of any individual whom you wish to elect to the board of directors. Your Proxy may only vote for individuals whose names are set out above and who, at the time of the vote, are candidates. If you list more names than positions available on the board of directors, your Proxy will vote in the order set out above up to the number of positions that are available.*

*(If applicable, add the following paragraph:)*

I (We) instruct the Proxy to nominate, if necessary, and to vote for the candidate set out below for the position on the board of directors for which only owners of owner-occupied units may vote under subsection 51 (6) of the *Condominium Act, 1998*:

**Candidates for the Position on the Board  
for which only owners of owner-occupied units may vote**  
(if applicable under subsection 51 (6) of the *Condominium Act, 1998*)

Candidate's Name

*Note: Your Proxy may only vote for one candidate.*

*[This provision may be included at the option of the person giving the proxy:*

*In the event that the candidate for which the Proxy has been directed to vote, ceases to be a candidate for any reason, the Proxy is to vote for the following candidate instead: (set out the name of the alternate candidate for whom the Proxy is instructed to vote) ].*

6. I (We) revoke all proxies previously given.

*(If you are the mortgagee(s) or you are authorized to act on behalf of the mortgagee(s), include the following paragraph:)*

7. Under section 48 of the *Condominium Act, 1998* , the mortgagee(s) has/have the right to vote at the Meeting in the place of the registered owner(s).

Dated this . day of , at *(circle whichever is applicable: a.m./p.m.)*

*(signature)*

*(print name)*

*(signature)*

*(print name)*

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

*(If you are authorized to act on behalf of the registered owner(s) or mortgagee(s), attach a copy of the document that gives you this authorization.)*

## **Form 11**

### *Condominium Act, 1998*

#### **CERTIFICATE IN RESPECT OF A BY-LAW** (under subsection 56 (9) of the *Condominium Act, 1998*)

*(name of condominium corporation)* Condominium Corporation No. (known as the "Corporation") certifies that:

1. The copy of By-law Number , attached as Schedule A, is a true copy of the By-law.
2. The By-law was made in accordance with the *Condominium Act, 1998*.
3. The owners of a majority of the units of the Corporation have voted in favour of confirming the By-law.

*(If the By-law is a joint by-law under section 59 of the Act, include the following paragraph:)*

4. The By-law is a joint by-law made under section 59 of the Act and is not effective until the corporations that made it, being *(names of corporations)*, have each registered a copy of the joint by-law in accordance with subsection 56 (9) of the Act.

Dated this day of , .

Condominium Corporation No.

*(signature)*

*(print name)*

*(signature)*

.

*(print name)*

*(Affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.)*

## **Form 12**

*Condominium Act, 1998*

### DISCLOSURE STATEMENT TABLE OF CONTENTS

(under subsection 72 (4) of the *Condominium Act, 1998*)

Declarant's name:

Declarant's municipal address:

Brief legal description of the property/proposed property:

Mailing address of the property/proposed property:

Municipal address of the property/proposed property *(if available)*:

Condominium corporation: *(identify condominium plan, if available)* (known as the "Corporation")

The Table of Contents is a guide to where the disclosure statement deals with some of the more common areas of concern to purchasers. Purchasers should be aware that the disclosure statement, which includes a copy of the existing or proposed declaration, by-laws and rules, contains provisions that are of significance to them, only some of which are referred to in this Table of Contents.

**Purchasers should review all documentation.**

In this Table of Contents,

"unit" or "units" include proposed unit or units;

"common elements" includes proposed common elements;

"common interest" includes a proposed common interest; and

"property" includes proposed property.

This disclosure statement deals with significant matters, including the following:

Matter		Specify the article, paragraph (and/or clause) and page number where the matter is dealt with in the existing or proposed declaration, by-laws, rules or other material in the disclosure statement
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<p><i>(Strike out whichever is not applicable:</i></p> <p>1. The Corporation is a leasehold condominium corporation.</p> <p style="text-align: center;"><b>OR</b></p> <p>The Corporation is a freehold condominium corporation that is a (common elements, vacant land or standard) condominium corporation, <i>(for standard condominium corporations, add the following if applicable: which will be phased.)</i></p>		<p>Refer to:</p> <hr/>
<p>2. The property or part of the property is or may be subject to the <i>Ontario New Home Warranties Plan Act</i>.</p>	<p>Yes No</p> <p>--</p>	<p>Refer to:</p> <hr/>
<p><i>(For all condominium corporations except common elements condominium corporations:</i></p> <p>3. The common elements and the units are enrolled or are intended to be enrolled in the Plan within the meaning of the <i>Ontario New Home Warranties Plan Act</i> in accordance with the regulations made under that Act.)</p> <p>Note: Enrolment does not necessarily mean that claimants are entitled to warranty coverage. Entitlement to warranty coverage must be established under the <i>Ontario New Home Warranties Plan Act</i>.</p>	<p>Yes No</p> <p>--</p>	<p>Refer to:</p> <hr/>
<p>4. A building on the property or <i>(for all condominium corporations except common elements condominium corporations: a unit)</i> has been converted from a previous use.</p>	<p>Yes No</p> <p>--</p>	<p>Refer to:</p> <hr/>

<p>5. One or more units or a part of the common elements may be used for commercial or other purposes not ancillary to residential purposes.</p>	<p>Yes No --</p>	<p>Refer to: _____</p>
<p>6. A provision exists with respect to pets on the property.</p>	<p>Yes No --</p>	<p>Refer to: _____</p>
<p>7. There exist restrictions or standards with respect to the use of common elements or <i>(for all condominium corporations except common elements condominium corporations: the occupancy or use of units)</i> that are based on the nature or design of the facilities and services on the property or on other aspects of the buildings located on the property.</p>	<p>Yes No --</p>	<p>Refer to: _____</p>
<p><i>(For all condominium corporations except common elements condominium corporations:</i></p> <p>8. The declarant intends to lease a portion of the units.)</p>	<p>Yes No --</p>	<p>Refer to: _____</p>
<p><i>(In the case of a common elements condominium corporation:</i></p> <p>The declarant intends to lease a portion of the common interests.)</p> <p><i>(If "Yes", add:</i></p> <p>The portion of units (or the common interests, as the case may be) to the nearest anticipated 25 per cent, that the declarant intends to lease is per cent.)</p>	<p>Yes No --</p>	<p>Refer to: _____</p>



<p><i>(For all condominium corporations except common elements condominium corporations, include the following paragraph:)</i></p> <p>9. The common interest appurtenant to one or more units differs in an amount of 10 per cent or more from that appurtenant to any other unit of the same type, size and design.</p> <p><i>(If "Yes", identify the units where this difference exists and what the difference is, expressed as a percentage.)</i></p>	<p>Yes No</p> <p>— —</p>	<p>Refer to:</p> <hr/>
<p><i>(For all condominium corporations except common elements condominium corporations, include the following paragraph:)</i></p> <p>10. The amount that the owner of one or more units is required to contribute to the common expenses differs in an amount of 10 per cent or more from that required of the owner of any other unit of the same type, size and design.</p> <p><i>(If "Yes", identify the units where this difference exists and what the difference is, expressed as a percentage.)</i></p>	<p>Yes No</p> <p>— —</p>	<p>Refer to:</p> <hr/>
<p><i>(For all condominium corporations except common elements condominium corporations:)</i></p> <p>11. One or more units are exempt from a cost attributable to the rest of the units.)</p> <p><i>(In the case of a common elements condominium corporation:</i></p> <p>One or more common interests that is attached</p>	<p>Yes No</p> <p>— —</p> <p>Yes No</p> <p>— —</p>	<p>Refer to:</p> <hr/> <p>Refer to:</p> <hr/>

or will attach to an owner's parcel of land are exempt from a cost attributable to the rest of the common interests.)

12. There is an existing or proposed by-law establishing what constitutes a standard unit.

*(If "No", add:*

Under clause 43 (5) (h) of the *Condominium Act, 1998*, the declarant is required to deliver to the board a schedule setting out what constitutes a standard unit.)

13. Part or the whole of the common elements are subject to a lease or licence.

14. Parking for owners is allowed:

*(except in the case of a common elements condominium corporation:*

(a) in or on a unit;)

(b) on the common elements;

(c) on a part of the common elements of which an owner has exclusive use.

*(If "Yes" to any of clauses (a), (b) and (c), add:*

There are restrictions on parking.)

Yes No

--

Refer to:

Yes No

--

Refer to:

Yes No

--

Refer to:

Yes No

--

Yes No

--

Yes No

--

<p>15. Visitors must pay for parking.</p>	<p>Yes No</p> <p>--</p>	<p>Refer to:</p> <hr/>
<p><i>(If "Yes", add:</i>  The anticipated costs are )</p>		<hr/>
<p>There is visitor parking on the property.</p> <p><i>[If "No", add:</i>  Visitor parking is available in the following location:  <i>(describe where)]</i></p>	<p>Yes No</p> <p>--</p>	<hr/> <hr/>
<p>16. The declarant may provide major assets and property, even though it is not required to do so.</p> <p><i>(If "Yes", identify the major assets and property involved.)</i></p>	<p>Yes No</p> <p>--</p>	<p>Refer to:</p> <hr/>
<p>17. The corporation is required:</p> <p>(a) to purchase units or assets;</p>	<p>Yes No</p> <p>--</p>	<p>Refer to:</p> <hr/>
<p><i>(If "Yes", identify the units and assets involved.)</i></p> <p>(b) to acquire services;</p>	<p>Yes No</p> <p>--</p>	<p>Refer to:</p> <hr/>

<p><i>(If "Yes", identify the services involved.)</i></p> <p>(c) to enter into agreements or leases with the declarant or a subsidiary body corporate, holding body corporate or affiliated body corporate of the declarant.</p> <p><i>(If "Yes", identify the agreements and leases involved.)</i></p>	<p>Yes No</p> <p>— —</p>	<p>Refer to:</p> <hr/>
<p>18. The declarant or a subsidiary body corporate, holding body corporate or affiliated body corporate of the declarant owns land adjacent to the land described in the description.</p>	<p>Yes No</p> <p>— —</p>	<p>Refer to:</p> <hr/>
<p><i>[If "Yes", complete the following:</i></p> <p>(1) The current use of the land is <i>(describe use)</i></p>		
<p>(2) The declarant has made representations respecting the future use of the land. <i>(If "Yes", add the following: The disclosure statement contains a statement of the representations.)</i></p>	<p>Yes No</p> <p>— —</p>	<p>Refer to:</p> <hr/>
<p>(3) Applications have been submitted to an approval authority respecting the use of the land. <i>(If "Yes", add the following: The disclosure statement contains a summary of the applications.)]</i></p>	<p>Yes No</p> <p>— —</p>	<p>Refer to:</p> <hr/>

<p><i>(In the case of a standard condominium corporation, include the following paragraph:)</i></p> <p>19. To the knowledge of the declarant, the Corporation intends to amalgamate with another corporation or the declarant intends to cause the Corporation to amalgamate with another corporation within 60 days of the date of registration of the declaration and description for the Corporation.</p>	<p>Yes No</p> <p>— —</p>	<p>Refer to:</p> <hr/>
<p><i>(In the case of a common elements condominium corporation, include the following paragraph:)</i></p> <p>20. Under clause 143 (a) of the <i>Condominium Act, 1998</i>, the common interest is attached or will attach to the owner's parcel of land described in the declaration and cannot be severed from the parcel upon the sale of the parcel or the enforcement of an encumbrance registered against the parcel.</p>		
<p><i>(In the case of a common elements condominium corporation or a vacant land condominium corporation, include the following paragraph:)</i></p> <p>21. The declaration contains a list of the buildings, structures, facilities and services to be included in the common elements.</p>		<p>Refer to:</p> <p>Schedule H to the declaration</p>

<p><i>(In the case of a vacant land condominium corporation, include the following paragraph:)</i></p> <p>22. There are the following restrictions with respect to the construction of a building or structure on a unit after the registration of the declaration and description:</p>		
<p>(a) the size, location, construction standards, quality of materials and appearance of the building or structure;</p>	<p>Yes No --</p>	<p>Refer to: _____</p>
<p>(b) architectural standards and construction design standards of the building or structure;</p>	<p>Yes No --</p>	<p>Refer to: _____</p>
<p>(c) the time of commencement and completion of construction of the building or structure;</p>	<p>Yes No --</p>	<p>Refer to: _____</p>
<p>(d) the minimum maintenance requirements for the building or structure.</p>	<p>Yes No --</p>	<p>Refer to: _____</p>
<p><i>(In the case of a vacant land condominium corporation, include the following paragraph.</i></p> <p><i>Strike out whatever is not applicable:)</i></p> <p>23. The declarant has received from the municipality in which the land is situated (or from the Minister of Municipal Affairs and Housing if the land is not situated in a municipality), a statement of the services provided by the municipality (or the Minister, as the case may be), including the construction and maintenance of roads.</p>	<p>Yes No --</p> <p>Yes No --</p>	<p>Refer to: _____</p> <p>Refer to: _____</p>

**OR**

The declarant has requested from the municipality in which the land is situated (or from the Minister of Municipal Affairs and Housing if the land is not situated in a municipality), a statement of the services provided by the municipality (or the Minister, as the case may be), including the construction and maintenance of roads, and has not received any statement in response to the request.

*(In the case of a phased condominium corporation, include the following paragraph:)*

24. The declarant intends to create one or more phases after the creation of the unit.

Under clause 147 (1) (b) of the *Condominium Act, 1998*, the declarant is not required to create a phase after the creation of the unit.

*(In the case of a phased condominium corporation, include the following paragraph:)*

25. Under clause 51 (h) of Ontario Regulation 48/01, no amendments to the declaration and description creating a phase may be registered after more than 10 years after the registration of the declaration and description that created the Corporation.

Yes No

Refer to:

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<p><i>(In the case of a phased condominium corporation, include the following paragraph:)</i></p> <p>26. The disclosure statement includes information about each phase that the declarant intends to create.</p>		<p>Refer to:</p> <hr/>
<p><i>(In the case of a leasehold condominium corporation, include the following paragraph:)</i></p> <p>27. The provisions of the leasehold interests in the property are in good standing and have not been breached.</p>	<p>Yes No</p> <p>— —</p>	<p>Refer to:</p> <hr/>

The purchaser's rights under the *Condominium Act, 1998* to rescind an agreement of purchase and sale are set out at *(indicate where, in the disclosure statement, sections 73 and 74 of the Act are reproduced)*.

This disclosure statement is made this day of , .

**Form 13**

*Condominium Act, 1998*

**STATUS CERTIFICATE**

*(under subsection 76 (1) of the Condominium Act, 1998)*

*(name of condominium corporation)* Condominium Corporation No. (known as the "Corporation") certifies that as of the date of this certificate:

**Instruction for a common elements condominium corporation**

*(If the Corporation is a common elements condominium corporation, change all references in this certificate to terms in Column 1 to references to the terms in Column 2.)*



Column 1	Column 2
unit(s)	common interest(s) in the Corporation
unit owner(s)	the owner(s) of a common interest in the Corporation

## General Information Concerning the Corporation

1. Mailing address:

2. Address for service:

3. Name of property manager:

Address:

Telephone number:

4. The directors and officers of the Corporation are:

Name Position Address for service Telephone Number

## Common Expenses

*[If the Corporation is any condominium corporation but a common elements condominium corporation:*

5. The owner of Unit Level (Suite number address )

of (*identify condominium plan*), registered in the Land Registry Office for the Land Titles (or Registry) Division of .]

*[If the Corporation is a common elements condominium corporation:*

The owner of the common interest in the Corporation attached to (*provide description, as set out in Schedule D to the declaration, of the parcel of land to which the common interest in the Corporation is attached*), registered in the Land Registry Office for the Land Titles (or Registry) Division of , (known as the "Parcel")]

*(Strike out whichever is not applicable:*

is not in default in the payment of common expenses.

OR

is in default in the payment of common expenses in the amount of \$ )

*[If applicable add:*

and a certificate of lien has been registered against

*(if the Corporation is any condominium corporation but a common elements condominium corporation: the unit)*

*(if the Corporation is a common elements condominium corporation: the Parcel)].*

6. A payment on account of common expenses for the unit in the amount of \$ is due on *(next due date)* for the period *(date)* to *(date)*. This amount includes the amount of any increase since the date of the budget of the Corporation for the current fiscal year as described in paragraph 10.

7. The Corporation has the amount of \$ in prepaid common expenses for the unit.

8. There are no amounts that the *Condominium Act, 1998* requires to be added to the common expenses payable for the unit *[if applicable add: except (set out details and provide brief description)]*.

## **Budget**

9. The budget of the Corporation for the current fiscal year is accurate and may result in

*(Strike out whichever is not applicable:*

a surplus of \$

OR

a deficit of \$ .).

10. *[Strike out whichever is not applicable:*

Since the date of the budget of the Corporation for the current fiscal year, the common expenses for the unit have not been increased.

OR

Since the date of the budget of the Corporation for the current fiscal year, the common expenses for the unit have been increased by \$  
per month because *(set out the reason for the increase)*].

11. *[Strike out whichever is not applicable:*

Since the date of the budget of the Corporation for the current fiscal year, the board has not levied any assessments against the unit to increase the contribution to the reserve fund or the Corporation's operating fund or for any other purpose.

OR

Since the date of the budget of the Corporation for the current fiscal year, the board has levied the following assessments against the unit to increase the contribution to the reserve fund or the Corporation's operating fund or for any other purpose: *(set out the amounts and the reason for the assessments)*].

12. The Corporation has no knowledge of any circumstances that may result in an increase in the common expenses for the unit *[if applicable add: except (give particulars of any potential increase, including any assessment levied by the board against the unit, and the reason for it)]*.

### **Reserve Fund**

13. The Corporation's reserve fund amounts to \$ as of *(specify a date that is no earlier than at the end of a month within 90 days of the date of this certificate)*.

14. *[Strike out whichever is not applicable:*

The most recent reserve fund study conducted by the board was a (*specify the class of reserve fund study*)

dated and prepared by (*name of person who conducted the reserve fund study*). The next reserve fund study will be conducted before (*set out the date by which the next reserve fund study must be conducted as required by the regulations made under the Act*).

OR

(*If no reserve fund study has been conducted by the board, state:*

A reserve fund study will be conducted before (*set out the date by which the reserve fund study must be conducted as required by the regulations made under the Act*).

15. (*If a notice has not been sent to the owners under subsection 94 (9) of the Condominium Act, 1998, include the following paragraph:*)

The balance of the reserve fund at the beginning of the current fiscal year was \$ . In accordance with the budget of the Corporation for the current fiscal year, the annual contribution to be made to the reserve fund in the current fiscal year is \$ . , and the anticipated expenditures to be made from the reserve fund in the current fiscal year amount to \$ . The board anticipates that the reserve fund will/will not be adequate in the current fiscal year for the expected costs of major repair and replacement of the common elements and assets of the Corporation.

16. [*If a notice has been sent to the owners under subsection 94 (9) of the Condominium Act, 1998, include the following statements and a copy of the most recent notice for the unit with this certificate and mention it in the list of documents forming part of this certificate:*

The board has sent to the owners a notice dated (*date of the most recent notice*) containing a summary of the reserve fund study, a summary of the proposed plan for future funding of the reserve fund and a statement indicating the areas, if any, in which the proposed plan differs from the study. The proposed plan for future funding of the reserve fund has not been implemented because (*give reason*).

## OR

The proposed plan for future funding has been implemented and the total contribution each year to the reserve fund is being made as set out in the Contribution Table included in the notice (*if applicable add: except (set out why contributions are not being made in accordance with the Contribution Table and whether this will be addressed)*).

17. There are no plans to increase the reserve fund under a plan proposed by the board under subsection 94 (8) of the *Condominium Act, 1998*, for the future funding of the reserve fund [*if applicable add: except (give details of any increase, including any increase in the common expenses payable for the unit or assessment against the unit)*].

**Legal Proceedings, Claims**

18. There are no outstanding judgments against the Corporation [*if applicable add: except (give amount of judgment and brief particulars)*].

19. The Corporation is not a party to any proceeding before a court of law, an arbitrator or an administrative tribunal [*if applicable add: except (give brief particulars and the status of those proceedings to which the Corporation is a party)*].

20. The Corporation has not received a notice of or made an application under section 109 of the *Condominium Act, 1998* to the Superior Court of Justice for an order to amend the declaration and description, where the court has not made the order [*if applicable add: except (give particulars)*].

21. The Corporation has no outstanding claim for payment out of the guarantee fund under the *Ontario New Home Warranties Plan Act*, [*if applicable add: except (give brief particulars and the status of any claims that have been made)*].

22. [*Strike out whichever is not applicable:*

There is currently no order of the Superior Court of Justice in effect appointing an inspector under section 130 of the *Condominium Act, 1998* or an administrator under

section 131 of the *Condominium Act, 1998*.

OR

There is currently an order of the Superior Court of Justice in effect appointing an inspector under section 130 of the *Condominium Act, 1998* or an administrator under section 131 of the *Condominium Act, 1998*. *(If applicable, include a copy of the order with this certificate and mention it in the list of documents forming part of this certificate)*].

### **Agreements with owners relating to changes to the common elements**

23. *[Strike out whichever is not applicable:*

The unit is not subject to any agreement under clause 98 (1) (b) of the *Condominium Act, 1998* relating to additions, alterations or improvements made to the common elements by the unit owner.

OR

The unit is subject to one or more agreements under clause 98 (1) (b) of the *Condominium Act, 1998* relating to additions, alterations or improvements made to the common elements by the unit owner. To the best of the Corporation's information, knowledge and belief, the agreements have been complied with by the parties *(if applicable add: except (give particulars)*.

*(If applicable, include a copy of the agreements with this certificate and mention them in the list of documents forming part of this certificate.)]*

### **Leasing of Units**

24. *[Strike out whichever is not applicable:*

The Corporation has not received notice under section 83 of the *Condominium Act, 1998*, that any unit was leased during the fiscal year preceding the date of this status certificate.

OR

The Corporation has received notice under section 83 of the *Condominium Act, 1998*, that (*set out the number*) unit(s) was (were) leased during the fiscal year preceding the date of this status certificate.]

### **Substantial changes to the common elements, assets or services**

25. There are no additions, alterations or improvements to the common elements, changes in the assets of the Corporation or changes in a service of the Corporation that are substantial and that the board has proposed but has not implemented [*if applicable add: except (give a brief description and a statement of their purpose)*].

### **Insurance**

26. The Corporation has secured all policies of insurance that are required under the *Condominium Act, 1998*.

### **Phased condominium corporations**

27. (*Strike out whichever is not applicable:*

The declarant has completed all phases described in the disclosure statement that the Corporation has received from the declarant under subsection 147 (5) of the *Condominium Act, 1998* with respect to the phase that contains the unit.

OR

The declarant has not completed all phases described in the disclosure statement that the Corporation has received from the declarant under subsection 147 (5) of the *Condominium Act, 1998* with respect to the phase that contains the unit.)

28. (*Strike out whichever is not applicable:*

The declarant does not own any of the units in the phases, including units that are part of the property designed to control, facilitate or provide telecommunications to, from

or within the property.

OR

The declarant does not own any of the units in the phases, except for units that are part of the property designed to control, facilitate or provide telecommunications to, from or within the property.

OR

The declarant owns one or more of the units in the phases, but not units that are part of the property designed to control, facilitate or provide telecommunications to, from or within the property.

OR

The declarant owns one or more of the units in the phases, including one or more of the units that are part of the property designed to control, facilitate or provide telecommunications to, from or within the property.

### **Vacant land condominium corporations**

29. If the Corporation is a vacant land condominium corporation, all buildings, structures, facilities and services shown in Schedule H to the declaration have been completed, installed and provided, except (*list which items, by reference to Schedule H, have not yet been completed, installed and provided*).

### **Leasehold condominium corporations**

30. Name of lessor:

Address: .

Telephone number:

31. [*Strike out whichever is not applicable*]:



The provisions of the leasehold interests in the property are in good standing and have not been breached.

OR

The provisions of the leasehold interests in the property are not in good standing and have been breached in the following ways: (*provide details*).

32. The lessor (*strike out whichever is not applicable: has/has not*) applied under section 173 of the *Condominium Act, 1998* for an order terminating the leasehold interests in the property.

### **Attachments**

33. The following documents are attached to this status certificate and form part of it:

(a) a copy of the current declaration, by-laws and rules, (*if applicable, add: which include an occupancy standards by-law*);

(b) a copy of the budget of the Corporation for the current fiscal year, its last annual audited financial statements and the auditor's report on the statements;

(c) a list of all current agreements mentioned in section 111, 112 or 113 of the *Condominium Act, 1998* and all current agreements between the Corporation and another corporation or between the Corporation and the owner of the unit;

(d) a certificate or memorandum of insurance for each of the current insurance policies.

*[if applicable add the following items:*

(e) a copy of all applications made under section 109 of the *Condominium Act, 1998* to amend the declaration or description for which the court has not made an order;

(f) a copy of the schedule that the declarant has delivered to the board setting out what constitutes a standard unit, if there is no by-law of the Corporation establishing what constitutes a standard unit;

- (g) a copy of all agreements, if any, described in clause 98 (1) (b) of the *Condominium Act, 1998* that bind the unit;
- (h) a copy of a notice dated (*date of the most recent notice*) containing a summary of the reserve fund study, a summary of the proposed plan for future funding of the reserve fund and a statement indicating the areas, if any, in which the proposed plan differs from the study;
- (i) a copy of an order appointing an inspector under section 130 of the *Condominium Act, 1998* or an administrator under section 131 of the *Condominium Act, 1998*;
- (j) a copy of the disclosure statement that the Corporation has received from the declarant under subsection 147 (5) of the *Condominium Act, 1998* with respect to the phase that contains the unit unless the declarant has completed all phases described in the disclosure statement and the declarant does not own any of the units in the phases except for the part of the property designed to control, facilitate or provide telecommunications to, from or within the property;
- (k) a copy of an application by the lessor for a termination order under section 173 of the *Condominium Act, 1998*;
- (l) if the leasehold interests in the units of the Corporation have been renewed and an amendment to the declaration has not yet been registered under subsection 174 (8) of the *Condominium Act, 1998*, a copy of the provisions that apply upon renewal.]

## **Rights of person requesting certificate**

34. The person requesting this certificate has the following rights under subsections 76 (7) and (8) of the *Condominium Act, 1998* with respect to the agreements listed in subparagraph 33 (c) above:

1. Upon receiving a written request and reasonable notice, the Corporation shall permit a person who has requested a status certificate and paid the fee charged by the Corporation for the certificate, or an agent of the person duly authorized in writing, to examine the agreements listed in subparagraph 33 (c) at a reasonable time and at a reasonable location.

2. The Corporation shall, within a reasonable time, provide copies of the agreements to a person examining them, if the person so requests and pays a reasonable fee to compensate the Corporation for the labour and copying charges.

Dated this day of , .

Condominium Corporation No.

*(signature)*

.

*(print name)*

*(signature)*

.....

*(print name)*

*(Affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.)*

**Form 14**

*Condominium Act, 1998*

**NOTICE OF LIEN TO OWNER**

(under subsection 85 (4) of the *Condominium Act, 1998*)

TO: *(name of owner(s))*

*(name of condominium corporation)* Condominium Corporation No. notifies you that it has a lien under the *Condominium Act, 1998* against:

*[For all condominium corporations except common elements condominium corporations:*

Unit (No.), Level (No.), of *(identify condominium plan)*, registered in the Land Registry

Office for the Land Titles (or Registry) Division of ]

*[In the case of a common elements condominium corporation:*

*(provide registerable description of the parcel of land to which the common interest in the Condominium Corporation is attached), registered in the Land Registry Office for the Land Titles (or Registry) Division of , (known as the "Parcel")]*

for the total amount of \$ (*set out amount*) as of the date of this notice consisting of:

(a) unpaid common expenses in the amount of \$ ;

(b) interest on the unpaid common expenses, which amounts to \$ and is calculated as follows: (*set out details of calculation*);

(c) reasonable legal costs and reasonable expenses in the amount of \$ incurred by the Condominium Corporation in connection with the collection or attempted collection of the amounts described in clauses (a) and (b). The amount claimed under clause (c) consists of  
(*set out particulars*).

If the total amount of \$ ., together with interest on the unpaid common expenses at \$ (*set out amount*) per day from the date of this notice to the date of payment, is not paid by (*set out the date of the day that is at least 10 days after this notice is given*), the Condominium Corporation is entitled to register a certificate of lien against the unit (*or in the case of a common elements condominium corporation: the Parcel*) and additional amounts, including the costs of preparing and registering the certificate of lien and a discharge of it, will become payable and will be secured by the lien.

The lien may be enforced in the same manner as a mortgage.

Dated this day of , .

Condominium Corporation No.

(*signature*)

•  
*(print name)*

*(signature)*

.....

*(print name)*

*[Affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.]*

## **Form 15**

### *Condominium Act, 1998*

#### **NOTICE OF FUTURE FUNDING OF THE RESERVE FUND** *(under subsection 94 (9) of the Condominium Act, 1998)*

**TO:** All owners in *(identify condominium plan)*

**OR**

*[For all condominium corporations except common elements condominium corporations:*

**TO:** The owners of Unit(s) , Level(s) , . *(identify condominium plan)]*

*[In the case of a common elements condominium corporation:*

**TO:** The owners of a common interest in *(name of condominium corporation)* attached to *(describe parcel(s) of land affected)]*

The board has received and reviewed a *(specify class of reserve fund study)* dated , prepared by *(state name of person conducting the reserve fund study)*, and has proposed a plan for the future funding of the reserve fund that the board has determined will ensure that, in

accordance with the regulations made under the *Condominium Act, 1998*, the reserve fund will be adequate for the major repair and replacement of the common elements and assets of the corporation.

This notice contains:

1. A summary of the reserve fund study.
2. A summary of the proposed funding plan.
3. A statement indicating the areas, if any, in which the proposed funding plan differs from the reserve fund study.

At the present time the average contribution per unit (*or in the case of a common elements condominium corporation: per common interest*) per month to the reserve fund is \$ . Based on the proposed funding plan, the average increase in contribution per unit (*or in the case of a common elements condominium corporation: per common interest*) per month will be \$ (*state the amount of the increase for each of the three fiscal years following the year in which the reserve fund study is completed. If the contribution is to be increased in the fiscal year in which the reserve fund study is completed, also state the amount of that increase.*)

OR

At the present time the contribution in respect of your unit(s) (*or in the case of a common elements condominium corporation: in respect of your common interest(s)*) per month to the reserve fund is \$ . Based on the proposed funding plan, the increase in contribution in respect of your unit(s) (*or in the case of a common elements condominium corporation: in respect of your common interest(s)*) will be \$ (*state the amount of the increase for each of the three fiscal years following the year in which the reserve fund study is completed. If the contribution is to be increased in the fiscal year in which the reserve fund study is completed, also state the amount of that increase.*)

The proposed funding plan will be implemented beginning on (*set out the date of a day that is more than 30 days after the day on which this notice is sent to the owners*).

Dated this day of , .

Condominium Corporation No.

*(signature)*

.

*(print name)*

*(signature)*

.....

*(print name)*

*(Affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.)*

**SUMMARY OF RESERVE FUND STUDY**

The following is a summary of the *(specify class of reserve fund study)* dated , prepared by *(name of person conducting the reserve fund study)* for *(name of condominium corporation)* (known as the "Reserve Fund Study").

Subsection 94 (1) of the *Condominium Act, 1998*, requires the corporation to conduct periodic studies to determine whether the amount of money in the reserve fund and the amount of contributions collected by the corporation are adequate to provide for the expected costs of major repair and replacement of the common elements and assets of the corporation. As a result, the corporation has obtained the Reserve Fund Study.

The estimated expenditures from the reserve fund for the next thirty (30) years are set out in the CASH FLOW TABLE. In this summary, the term "annual contribution" means the total amount to be contributed each year to the reserve fund, exclusive of interest earned on the reserve fund. The recommended annual contribution for *(set out the fiscal year following the year in which the study is completed, unless the contribution is to be increased in the current fiscal year, then set out the current fiscal year)* is \$ , based on the estimated expenditures and the following:

Opening Balance of the Reserve Fund: \$

Minimum Reserve Fund Balance during the projected period \$

Assumed Annual Inflation Rate for Reserve Fund Expenditures: %

Assumed Annual Interest Rate for interest earned on the Reserve Fund: %

The Reserve Fund Study can be examined (*set out details e.g. whether a written request and reasonable notice are required as set out in subsection 55 (3) of the Condominium Act, 1998, where and when it can be examined*).

### CASH FLOW TABLE

Opening Balance of the Reserve Fund: \$

Minimum Reserve Fund Balance (as indicated in this table) \$

Assumed Annual Inflation Rate for Reserve Fund Expenditures: %

Assumed Annual Interest Rate for interest earned on the Reserve Fund: %

Year	Opening Balance	Recommended Annual Contribution	Estimated Inflation Adjusted Expenditures	Estimated Interest Earned	Percentage Increase in Recommended Annual Contribution	Closing Balance



Show each of 30 consecutive years, beginning with the current fiscal year						
---	--	--	--	--	--	--

**SUMMARY OF PROPOSED PLAN  
FOR FUTURE FUNDING OF THE RESERVE FUND**

The following is a summary of the board's proposed plan for the future funding of the reserve fund.

The board of *(name of condominium corporation)* has reviewed the *(specify class of reserve fund study)* dated , prepared by *(name of person conducting the reserve fund study)* for the corporation (known as the "Reserve Fund Study") and has proposed a plan for the future funding of the reserve fund that the board has determined will ensure that, in accordance with the regulations made under the *Condominium Act, 1998*, the reserve fund will be adequate for the major repair and replacement of the common elements and assets of the corporation.

The board has adopted the funding recommendations of the Reserve Fund Study and will implement them as set out in the Contribution Table.

The total annual contribution recommended under the proposed funding plan for the current fiscal year is \$ , which

*(strike out whichever is not applicable: is the same amount that has already been budgeted OR represents an increase of % over the amount already budgeted).*

OR

The board has not adopted the funding recommendations of the Reserve Fund Study and has proposed a plan for the future funding of the reserve fund as set out in the Contribution Table based on the following:

Opening Balance of the Reserve Fund: \$

Minimum Reserve Fund Balance during the projected period \$

Assumed Annual Inflation Rate for Reserve Fund Expenditures: %

Assumed Annual Interest Rate for interest earned on the Reserve Fund: %

The total annual contribution recommended under the proposed funding plan for the current fiscal year is \$ , which

*(strike out whichever is not applicable: is the same amount that has already been budgeted OR represents an increase of % over the amount already budgeted).*

The Proposed Plan for Future Funding of the Reserve Fund can be examined *(set out details: e.g. whether a written request and reasonable notice are required as set out in subsection 55 (3) of the Condominium Act, 1998, where and when it can be examined).*

**CONTRIBUTION TABLE**

Year	A Annual Contribution*	% Increase Over Previous Year	B Other Contribution  (e.g. special assessment, loan)	A + B  Total Contribution Each Year to Reserve  Fund
------	------------------------------	-------------------------------------	--	---

Show each of 30 consecutive fiscal years, beginning with the current fiscal year			(provide amount, description and when in the fiscal year each item is to be contributed)	
--	--	--	--	--

\*The term "annual contribution" means the amount to be contributed each year to the reserve fund from the monthly common expenses.

**DIFFERENCES BETWEEN  
THE RESERVE FUND STUDY AND  
THE PROPOSED PLAN FOR FUTURE  
FUNDING OF THE RESERVE FUND**

The Plan for Future Funding of the Reserve Fund proposed by the board differs from the Reserve Fund Study in the following respects:  
*(specify differences).*

**Form 16**

*Condominium Act, 1998*

**CONSENT TO ATTACHMENT OF A COMMON INTEREST  
(SCHEDULE B TO DECLARATION FOR A COMMON ELEMENTS  
CONDOMINIUM CORPORATION)  
(under clause 140 (c) of the *Condominium Act, 1998*)**

1. I (We) . have a mortgage registered as Number in the Land Registry Office for the Land Titles (or Registry) Division of against a parcel of land (known as the "Parcel") to which a common interest in a common elements condominium corporation (known as the "Corporation") will attach upon the registration of the attached declaration (known as the "Declaration") dated and the description (known as the "Description") creating the Corporation.

2. I (We) acknowledge that, upon the registration of the Declaration and Description, the Parcel will become subject to all encumbrances, if any, outstanding against the property described in Schedule A to the Declaration.

3. I (We) consent to the registration of a notice in the prescribed form indicating that a common interest in the Corporation, as the common interest is set out in Schedule D to the Declaration, attaches to the Parcel upon the registration of the Declaration and Description.

Dated this day of , .

*(signature)*

.

*(print name)*

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

## **Form 17**

### *Condominium Act, 1998*

#### **CERTIFICATE OF ARCHITECT OR ENGINEER (SCHEDULE G TO DECLARATION FOR A COMMON ELEMENTS OR VACANT LAND CONDOMINIUM CORPORATION)**

*(under clauses 8 (1) (e) and (h) or clauses 157 (1) (c) and (e) of the *Condominium Act, 1998*)*

I certify that:

I. Each building and structure that the declaration and description show are included in the common elements has been constructed in accordance with the regulations made under the *Condominium Act, 1998*, with respect to the following matters:

*(Check whichever boxes are applicable)*

1,2,3 \_ The declaration and description show that there are no buildings or structures included in the common elements.

OR

1. \_ The exterior building envelope, including roofing assembly, exterior wall cladding, doors and windows, caulking and sealants, is weather resistant if required by the construction documents and has been completed in general conformity with the construction documents.

2. \_ Floor assemblies of the buildings and structures are constructed and completed to the final covering.

3. \_ Walls and ceilings of the buildings and structures are completed to the drywall (including taping and sanding), plaster or other final covering.

4. \_ All underground garages have walls and floor assemblies in place.

OR

\_ There are no underground garages.

5. \_ All elevating devices as defined in the *Elevating Devices Act* are licensed under that Act if it requires a licence, except for elevating devices contained wholly in a unit and designed for use only within the unit.

OR

\_ There are no elevating devices as defined in the *Elevating Devices Act*, except for elevating devices contained wholly in a unit and designed for use only within the unit.

6. \_ All installations with respect to the provision of water and sewage services are in place and operable.

OR

\_ There are no installations with respect to the provision of water and sewage services.

7. \_ All installations with respect to the provision of heat and ventilation are in place and heat and ventilation can be provided.

OR

\_ There are no installations with respect to the provision of heat and ventilation.

8. \_ All installations with respect to the provision of air conditioning are in place.

OR

\_ There are no installations with respect to the provision of air conditioning.

9. \_ All installations with respect to the provision of electricity are in place and operable.

OR

\_ There are no installations with respect to the provision of electricity.

10. \_ All indoor and outdoor swimming pools are roughed in to the extent that they are ready to receive finishes, equipment and accessories.

OR

\_ There are no indoor and outdoor swimming pools.

*[Strike out whichever is not applicable:]*

II. All facilities and services that the declaration and description show are included in the common elements

OR

The following facilities and services that the declaration and description show are included in the common elements:

*(specify by reference to the item numbers in Schedule H)]*

have been installed and provided in accordance with the requirements of the municipalities in which the land is situated or the requirements of the Minister of Municipal Affairs and Housing, if the land is not situated in a municipality.

Dated this day of , .

*(signature)*

.

*(print name)*

*(Strike out whichever is not applicable:*

Architect

Professional Engineer)

## **Form 18**

### *Condominium Act, 1998*

**CONSENT AND POSTPONEMENT  
(AMENDMENT TO SCHEDULE B TO DECLARATION OF A  
PHASED CONDOMINIUM CORPORATION TO CREATE A PHASE)  
(under clause 146 (4) (a) of the *Condominium Act, 1998*)**

1. I (We) have a registered mortgage within the meaning of clause 146 (4) (a) of the *Condominium Act, 1998*, registered as Number in the Land Registry Office for the Land Titles (or Registry) Division of .

2. The declaration was registered as Instrument No. . on the day of .

3. I (We) consent to the registration of this amendment to the declaration, pursuant to the Act, against the land included in the phase or interests appurtenant to the land, as

the land and the interests are described in the amendment to the description, for the purpose of creating the phase.

4. I (We) postpone the mortgage and the interests under it to the declaration and the easements described in Schedule A to the declaration, as amended by this amendment.

5. I am (We are) entitled by law to grant this consent and postponement.

Dated this day of , .

*(signature)*

.

*(print name)*

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

## **Form 19**

*Condominium Act, 1998*

### **AMENDMENT TO DECLARATION AND DESCRIPTION TO CREATE A PHASE** (subsection 146 (3) of the *Condominium Act, 1998*)

#### **AMENDMENT TO DECLARATION**

I (We) state that:

1. The board has been elected at a meeting of owners held on ...*(set out date)* at a time when I (we), the declarant, did not own the majority of the units.

2. More than 60 days have passed since the registration of the declaration and description or the registration of the latest amendments to the declaration and description creating a phase, whichever is the later.



3. There is no outstanding application to the Superior Court of Justice for an injunction under subsection 149 (2) of the *Condominium Act, 1998* and the Superior Court has not issued an injunction to prevent the registration of the amendments creating the phase.

The declaration of (*name of condominium corporation*) Standard Condominium Corporation No. registered as

Instrument No. on the day of , , (known as the "Declaration") is amended as follows:

1. Schedule A is replaced with Schedule A attached.
2. Schedule B is amended to include the attached consents.
3. Schedule C is amended to include the material identified as Amendments to Schedule C attached.
4. Schedule D is replaced with Schedule D attached.

*(If applicable add the following:*

5. Schedule E is amended to include the statement set out in Amendments to Schedule E attached.)
6. Schedule F is amended to include the material identified as Amendments to Schedule F attached.
7. Schedule G is amended to include the material identified as Amendments to Schedule G attached.
8. Schedule K attached is added to the Declaration.

*(If applicable add the following:*

9. The Declaration is otherwise amended as set out in the material attached and identified as "Other Amendments to the Declaration".)

## AMENDMENT TO DESCRIPTION

The description identified as . (*identify condominium plan as specified in the regulations made under the Act*) is amended as follows:

1. Part I of the description is amended to include the following prepared by , O.L.S. and dated :

(*set out number of sheets in the amendment to the perimeter plan of survey*) sheets of a perimeter plan of survey, designated as sheet(s) . of (*set out number of sheets in Part I as amended*), and

(*set out number of sheets in the amendment to the sheets designating units*) sheets designating units for the land included in the phase, designated as sheet(s) of (*set out number of sheets in Part I as amended*).

(*If applicable add the following:*

2. Part II of the description is amended to include (*set out number*) sheets designated as sheet(s) of an exclusive use portions survey for the land included in the phase prepared by , O.L.S. and dated ).

(*If applicable add the following:*

3. Part (*insert number of Part*) is added consisting of architectural plans of the buildings on the land included in the phase prepared by and dated ).

(*If applicable add the following:*

4. Part ...(*insert number of Part*) is added consisting of structural plans of the buildings on the land included in the phase prepared by ..... and dated .....).

Dated this day of , .

Declarant:

*(signature)*

*(print name)*

*(signature)*

*(print name)*

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

## **Form 20**

*Condominium Act, 1998*

### **CERTIFICATE OF REGISTRATION OF AMENDMENT TO DECLARATION AND DESCRIPTION CREATING A PHASE**

*(name of land titles or registry division, excluding the number)*

STANDARD CONDOMINIUM PLAN NO. *(identify condominium plan)*

LEVEL (or LEVELS) to .

*[If the sheet designates units, include the following:*

UNIT (or UNITS) to ]

Amendment to the declaration and description, registered in the Land Registry Office for the Land Titles (or Registry) Division of . as Instrument No. at o'clock on the day of , .

*(signature)*

Land Registrar

## **Form 21**

*Condominium Act, 1998*

AMENDMENT TO DESCRIPTION FOR A  
VACANT LAND CONDOMINIUM CORPORATION  
(under clause 158 (3) (b) of the *Condominium Act, 1998*)

The description identified as . (*identify condominium plan as specified in the regulations made under the Act*) is amended to include:

(*Check whichever boxes are applicable:*)

Part III consisting of architectural plans of the buildings and structures included in the common elements prepared by \_\_\_\_\_ and dated \_\_\_\_\_.

Part IV consisting of structural plans of the buildings and structures included in the common elements prepared by \_\_\_\_\_ and dated \_\_\_\_\_.

One or more attached certificates of an architect or an engineer in Form 17.

(*Identify each certificate by the date executed and the architect or engineer who signed it.*)

The following sheets of the description, that have been revised to reflect the items mentioned above: (*describe the sheets e.g. Part I, Sheet 1*).

Dated this day of \_\_\_\_\_, \_\_\_\_\_.

Declarant:

(*signature*)

(*print name*)

(*signature*)

(*print name*)

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

## **Form 22**

### *Condominium Act, 1998*

#### **AMENDMENT TO DECLARATION FOR A LEASEHOLD CONDOMINIUM CORPORATION** (under subsection 174 (8) of the *Condominium Act, 1998*)

The leasehold interests in the units in *(name of condominium corporation)* Leasehold Condominium Corporation No. and their appurtenant common interests have been renewed as set out in the Notice of Renewal of the leasehold interests in a leasehold condominium corporation that is registered as Number in the Land Registry Office for the Land Titles (or Registry) Division of .

The renewal is subject to the provisions set out below that are different from those that applied before the renewal.

The declaration of *(name of condominium corporation)* Leasehold Condominium Corporation No. registered as

Instrument No. on the day of , , is amended accordingly.

Provision in declaration prior to renewal: Upon renewal, provision changed to:

*(e.g. term, rent, etc.)* .

Dated this day of , .

Leasehold Condominium Corporation No.

*(signature)*

*(print name)*

*(signature)*

*(print name)*

*(Affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.)*

## **Form 23**

### *Condominium Act, 1998*

**NOTICE OF INTENTION TO  
RENEW THE LEASEHOLD INTERESTS  
IN A LEASEHOLD CONDOMINIUM CORPORATION  
(under clause 174 (1) (a) of the *Condominium Act, 1998*)**

**TO:** *(name of condominium corporation)* Leasehold Condominium Corporation No. *(known as the "Corporation")*

1. The leasehold interests in the units in *(name of condominium corporation)* Leasehold Condominium Corporation No. and their appurtenant common interests (those leasehold interests and common interests are known as the "leasehold interests") are due to expire on . *(set out the date, which must be at least five years after the date of this notice).*

2. The lessor, *(name of lessor)*, intends to renew all the leasehold interests subject to the same provisions that govern them as of the date of this notice, except for the changes set out below:

Provision in declaration before renewal: Upon renewal, provision would change to:

*(e.g. term, rent, etc.)*

*(Note: under subsection 174(2) of the Act, the renewal must be for a term of at least 10 years or more.)*

3. All other provisions governing the leasehold interests would remain the same.
4. The leasehold interests shall be renewed, as set out above, unless the owners who own at least 80 per cent of the units cast a vote against the renewal not later than one year after this notice is given to the Corporation.

Dated this day of , .

*(signature of lessor)*

.....

*(print name)*

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

## **Form 24**

### *Condominium Act, 1998*

**NOTICE OF INTENTION NOT TO  
RENEW THE LEASEHOLD INTERESTS  
IN A LEASEHOLD CONDOMINIUM CORPORATION  
(under clause 174 (1) (b) of the *Condominium Act, 1998*)**

TO: *(name of condominium corporation)* Leasehold Condominium Corporation No.

1. The leasehold interests in the units in *(name of condominium corporation)* Leasehold Condominium Corporation No. and their appurtenant common interests (those leasehold interests and common interests are known as the "leasehold interests") are due to expire on . *(set out the date, which must be at least five years after the date of this notice)*.
2. The lessor, *(name of lessor)*, does not intend to renew the leasehold interests.
3. Upon the expiry date, section 175 of the *Condominium Act, 1998* applies and the

leasehold interests are terminated.

Dated this day of , .

(signature)

.

(print name)

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

## Form 25

*Condominium Act, 1998*

NOTICE OF DEEMED RENEWAL  
OF LEASEHOLD INTERESTS IN A  
LEASEHOLD CONDOMINIUM CORPORATION  
(under subsection 174 (4) of the *Condominium Act, 1998*)

TO: All the owners in (*name of condominium corporation*) Leasehold Condominium Corporation No. (known as the "Corporation")

1. The leasehold interests in the units in (*name of condominium corporation*) Leasehold Condominium Corporation No.

(known as the "Corporation") and their appurtenant common interests (those leasehold interests and common interests are known as the "leasehold interests") are due to expire on (*set out expiry date*).

2. The lessor, (*name of lessor*), has not given the Corporation notice of its intention to renew or not to renew the leasehold interests as required under subsection 174 (1) of the *Condominium Act, 1998*.

3. As a result, the lessor is deemed to have given the notice required to renew the leasehold interests for 10 years effective



*(set out the expiry date)*, subject to the same provisions that govern the leasehold interests before the renewal.

4. The leasehold interests shall be renewed, as set out above, unless the owners who own at least 80 per cent of the units cast a vote against the renewal not later than *(set out the date that is four years before the expiry date)*.

Dated this day of , .

Leasehold Condominium Corporation No.

*(signature)*

.

*(print name)*

*(signature)*

.....

*(print name)*

*(Affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.)*

**Form 26**

*Condominium Act, 1998*

**NOTICE OF NON-RENEWAL  
OF LEASEHOLD INTERESTS IN A  
LEASEHOLD CONDOMINIUM CORPORATION  
(under subsection 174 (6) of the *Condominium Act, 1998*)**

TO: *(name of lessor)* (known as the "Lessor")

1. The leasehold interests in the units in (*name of condominium corporation*) Leasehold Condominium Corporation No.

(known as the "Corporation") and their appurtenant common interests (those leasehold interests and common interests are known as the "leasehold interests") are due to expire on (*set out expiry date*).

[*Strike out whichever is not applicable:*

2. The Lessor gave the Corporation a notice dated (*set out date*) of its intention to renew the leasehold interests as required under subsection 174 (1) of the *Condominium Act, 1998*.

OR

Under subsection 174 (4) of the *Condominium Act, 1998*, the Lessor was deemed to have given the Corporation the notice required to renew the leasehold interests for 10 years subject to the same provisions that govern the leasehold interests before the renewal.]

3. The owners who own at least 80 per cent of the units cast a vote against the renewal on (*set out the date of the vote*).

4. As a result, the leasehold interests will expire on . (*set out expiry date*).

Dated this day of , .

Leasehold Condominium Corporation No.

(*signature*)

.

(*print name*)

(*signature*)

.....

*(print name)*

*(Affix corporate seal or add a statement that the persons signing have the authority to bind the corporation.)*

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