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| A close up of a sign  Description automatically generated | A-185 Washburn Drive  Kitchener, Ontario N2R 1S1  Tel: 519-893-4411  www.weigelmanagement.com  accounting@weigelmanagement.com |

**Tenant Profile for Lease/Rental by Owner**

For unit owners that rent/lease their unit to others, please be advised that under the Condominium Act 1998, section 83 (1) owners are required to inform the corporation (property management) of your tenant’s personal information within 10 days of entering a lease. The tenants/occupants must be provided with a copy of the **Condominium Declaration, By-laws, and the Rules of the corporation** prior to occupancy. As required by subsection 83 (2), owners must notify the corporation (property management) in writing, within 10 days, if a lease has been terminated.

The owner of the unit must provide a copy of the standard lease form for Ontario. It can be found here. <https://www.ontario.ca/page/guide-ontarios-standard-lease>

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| --- | --- | --- | --- |
| Date: Click or tap to enter a date. | | Condominium Corporation No.: | |
| Property Address and Unit: | | | |
| City: | Province: | | Postal Code: |
| Registered Owner: | | | |
|  | | | |
| Lease Start Date: Click or tap to enter a date. | | Lease End Date: Click or tap to enter a date. | |
| **Tenant Contact Information** | | | |
| Name: | | | |
| Phone: | | E-mail: | |
| Name: | | | |
| Phone: | | E-mail: | |
| **Tenant Vehicle Information** | | | |
| Vehicle Year/Make/Model/Colour | | License Plate No. | |
| Vehicle Year/Make/Model/Colour | | License Plate No. | |
| **Property Owner’s Signature:** | | | |
| **Tenant’s Signature:** | | | |
| **Tenants Signature:** | | | |

**Please send completed form to Weigel Management at address shown above.**

**PLEASE BE ADVISED THAT ANY INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL**

I Certify that the information provided in this document is complete and accurate. I understand that my failure to provide complete and accurate information or to meet owner(s) requirements may result in not receiving important Condominium Documentation. I will also abide by the Corporations rules and regulations as per the Declaration and Condominium Act, 1998. If you have advised that you do reside off-‐site, it is the legal owner’s responsibility to make sure that they fill out an absentee owner form and the tenants are aware of any rules and regulations relating to the Condominium Corporation.