

# CONTACT INFORMATION REQUEST FORM

FOR: UNIT \_\_\_\_\_

ONTARIO \_\_\_\_\_

We would like to update our contact information and kindly ask that you provide us with your full name and correct mailing address, so we can update our records, and so that you may be notified of any upcoming meetings, etc. Please complete and return a copy of this letter and the enclosed address for service form at your earliest convenience.

**Please note that our primary form of communication is email so please be sure to include the email address you would like us to use.**

## 1. CONTACT INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_

BUSINESS TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

NAME AND ADDRESS OF MORTGAGE COMPANY \_\_\_\_\_

## 2. MAKE, MODEL, COLOUR, LICENSE #'S OF ALL VEHICLE(S)

## 3. EMERGENCY CONTACT INFORMATION

NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

## 4. ANY SPECIAL CIRCUMSTANCES THE CORPORATION SHOULD BE AWARE OF?

### Should you have any questions:

Please do not hesitate to contact 519-621-6548 x222 or email [customer\\_service@millcreekmanagement.ca](mailto:customer_service@millcreekmanagement.ca)

**ADDRESS FOR SERVICE CONTACT**


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TO: \_\_\_\_\_ CONDOMINIUM CORPORATION NO. \_\_\_\_\_ THE "CORPORATION" \_\_\_\_\_

The undersigned being the registered owner(s) of the Unit set out below in the Corporation, hereby notify you that my/our name(s) and address for service in respect of such Unit are set out below:

UNIT	LEVEL	CONDOMINIUM PLAN NO.
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**NAME(S) FOR SERVICE**


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List the registered owners as it appears in the Transfer/Deed:

REGISTERED OWNER #1 \_\_\_\_\_

REGISTERED OWNER #2 \_\_\_\_\_

**ADDRESS FOR SERVICE**


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Address where you would like all correspondence forwarded to:

UNIT NO.	STREET ADDRESS
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CITY	POSTAL CODE	EMAIL
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The undersigned further request that you enter my/own name(s) and address for service on the Corporation's Section 47(2) record. The undersigned represent(s) and warrant(s) that the Unit Owner(s) name(s) for service set out above are the same as the name of all the Transferee(s) in the Transfer/Deed to the above noted Unit as registered.

DATED \_\_\_\_\_ 20 \_\_\_\_\_

Signature of Registered Owner \_\_\_\_\_ Signature of Registered Owner \_\_\_\_\_

Please print the name above as it appears in Transfer/Deed \_\_\_\_\_ Please print the name above as it appears in Transfer/Deed \_\_\_\_\_

**Failure to return this form may result in the owners of your unit now being considered in quorum calculations at meeting and may disentitle the owners from voting at owner's meetings. In addition failure to return this form may disentitle the owners from being given notice of:**

- Any lawsuit started by the condominium (other than a Small Claims Court Action)
- Any expropriation relating to the condominium property
- Any planning act applications. This would include notices of minor variances, severances, Official Plan amendments or rezoning with respect to neighbouring lands.
- Any owners' or directors meeting.