



Condominium Management Group

UNIT OWNER INFORMATION SHEET  
CCC# / OCSCC# \_\_\_\_\_

Dear Unit Owner(s),

Please take a moment to fill in the questionnaire below, where applicable, so we may accurately update our files. Please return the completed form by email or fax. An electronic copy of this form is also available on our web site at <http://www.condogroup.ca/>

**General Information:**

Unit #: \_\_\_\_\_ Address: \_\_\_\_\_

**Owner(s) Information:**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Mailing Address (If different from above):  
\_\_\_\_\_

**Tenant Information:**

Name(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

**Emergency Information:**

Contact Person In Case Of Emergency: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Do you require assistance in evacuating the unit in case of an emergency: Yes \_\_\_ No \_\_\_?

**Please ensure emergency contact person has key to your unit in case of an emergency.**

Please sign below to give authorization for the Corporation to send documents and information relating to the affairs of the Condominium (i.e. AGM Notice, Budget, Notices, Statements, etc.) by **electronic mail** going forward. Please note that if permission is received, we will utilize any/all email addresses provided herein unless otherwise specified. Should your email address change, please ensure the Corporation is advised immediately.

Thank you for your assistance in our efforts to reduce our carbon footprint and save printing and postage costs for your Condominium Corporation.

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

We look forward to being of service to all unit owners and residents. Should you have any questions, please do not hesitate to contact the [Property Manager] at 613-237-9519 ext. [000] or [email].