

CONDOMINIUM NOTICE/LIEN INSTRUCTIONS



TO: Gardiner Miller Arnold LLP The Condolawyers™
 #1202 - 390 Bay Street, Toronto, Ontario M5H 2Y2

Attention: Christopher Dominaux, Collections Clerk
 Tel: (416) 363-2614 ext. 250 Fax: (416) 363-8451 E-Mail: chris.dominaux@gmalaw.ca

_____ Condominium Corporation No. _____			
Dwelling Unit:	Level:	Parking Unit:	Level:
Locker Unit:	Level:	_____ Unit:	Level:

1 st Owner (First, Middle, Last):	
2 nd Owner (First, Middle, Last):	
Address (Per Corporation's records):	Additional Address (if applicable):
Phone:	Phone:
Fax:	Fax:
E-Mail:	E-Mail:
Cell Phone:	Other:

PLEASE ENSURE THAT THE ADDRESSES (INCLUDING POSTAL CODE) IS/ARE CORRECT AS PER THE CORPORATION'S RECORDS.

Notice to Owner and Lien Authorization

The Condominium Corporation hereby instructs GMA to do as follows (please check as applicable):

- (a) GMA shall send a Notice of Lien to Owner (O. Reg 48/01, Form 14) by the 10th day of the third month together with GMA's demand warning letter;
- (b) The Corporation's manager will send the Notice of Lien to Owner by the 10th day of the third month
- (c) GMA shall by the 23rd day of the third month of continuing arrears proceed to prepare, sign and register the Certificate of Lien and, if necessary after 45 days thereafter, GMA shall automatically commence Power of Sale proceedings without any further authorization from the Corporation, together with such collection proceedings as GMA may deem appropriate against the owner or a tenant of the unit to collect the amounts set out below.

PLEASE PROVIDE US OF THE PARTICULARS AND PROVIDE ANY BACKUP INVOICES OR LETTERS IF THE LIEN IS INTENDED FOR ANY PURPOSE OTHER THAN COLLECTION OF COMMON EXPENSE ARREARS AND/OR SPECIAL ASSESSMENT.

Common Expense Arrears

Please forward current ledger for unit:

Current Monthly Common Expense	\$ _____	For _____ months
Monthly Common Expense Prior to Current Budget (if applicable)	\$ _____	Due: _____ Year/Month/Day
Special Assessment Arrears (if applicable)	\$ _____	Due: _____ Year/Month/Day
Total Common Expense Arrears (Ledger Attached)	\$ _____	
Collection Costs Incurred By Corporation	\$ _____	

Interest

Please check () one of the three checkboxes below. If no box is checked off, GMA will not charge any interest and we will reduce our fee to the unit owner by \$25.00 for time saved.

Charge No Interest Charge Interest at 12% per annum Charge Interest as per note on lines below

If charged, interest is calculated on the first day of each month on any balance outstanding for more than 1 month, on a cumulative basis at the rate of **12% per annum**, calculated monthly in arrears. The daily interest rate is 0.003285%.

If you do not calculate interest at that rate or on that basis, please indicate the interest rate, the method of calculation and the daily interest rate here: _____

Common Expense Information

REGULAR MONTHLY AMOUNT \$ _____

REGULAR MONTHLY AMOUNT PRIOR TO CURRENT BUDGET \$ _____

EFFECTIVE DATE OF CURRENT BUDGET _____
Year/Month/Day

Please note that we will charge the owner a fee of \$215.00 (including disbursements and taxes) to issue a Form 14 – Notice of Lien to Owner. And we will charge an additional \$575.00 plus disbursements (approx. \$220.00) to register a lien. All legal fees and disbursements will be added to the common expense arrears and charged back to the owner.

GENERAL COMMENTS: _____

DATE: _____

Condominium Corporations

Print Corporation's Name

Per: Authorized Signing Officer

Name (Title): _____

(I have authority to bind the Corporation)

