

# Off Site Owner & Tenant Information

## Legal Owner(s) Personal Information

Date		Lease Start Date:	
		Lease Expiry Date:	
Condominium Corporation No.			
Last Name(s)		First Name(s)	
Mailing Address (including unit#, if applicable)			
City	Province	Postal Code	

## Tenant(s) Personal Information

Last Name(s)		First Name(s)	
Property Address (including unit#, if applicable)			
City	Province	Postal Code	
Home#	Cell#	Work#	
e-mail address			

## Tenants Emergency Contact Information

Primary Contact Name & Relationship	Primary Contact Phone Numbers
Secondary Contact Name & Relationship	Secondary Contact Phone Numbers

## Tenants License Plate Information

Vehicle Make/Model/Colour	License Plate No.
Vehicle Make/Model/Colour	License Plate No.
Vehicle Make/Model/Colour	License Plate No.
<b>Tenant(s) Signature</b>	<b>Dated</b>
<b>Property Owner(s) signature</b>	<b>Dated</b>
Please send completed application to:  <b>Guardian Property Management Services Limited</b> <b>209 Dundas Street East, Suite 204</b> <b>Whitby, ON L1N 7H8</b>	or fax/e-mail to:  <b>Phone No. 905-427-8535</b> <b>Fax No. 905-427-9251</b> <b>Email: guardian@gpms.ca</b>

**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 or rent any part of home, it is the legal owner's responsibility to make sure that their tenant(s) fill out an absentee owner form and tenants are aware of any rules and regulations relating to the Condominium Corporation.