



APPLICATION TO FILE A CONDOMINIUM CORPORATION DOCUMENT

Applicant		Client ref #	
Contact person	LTO client #		LTO account #
Mailing address	City	Terr./Prov.	Postal code
Phone	Email		
Condominium name (e.g., Whitehorse Condominium Corporation No. 95)			
<p>Note:</p> <ul style="list-style-type: none"> All references are to the <i>Condominium Act, 2015</i> unless otherwise indicated. The filing fee for each document is \$5. The Land Titles Office will only provide confirmation of filing for Notice of Change of Bylaws. 			
Check the corresponding box below for each document submitted for filing:			
Forms the condominium corporation MUST file annually			
The <i>Condominium Act, 2015</i> and its Regulations require the following forms to be filed with the Registrar of Land Titles:			
<input type="checkbox"/> Annual Notice of Directors (ss. 196(1))			
Forms the condominium corporation MUST file, as applicable			
The <i>Condominium Act, 2015</i> and its Regulations require the following forms and documents/information to be filed with the Registrar of Land Titles, as applicable:			
<input type="checkbox"/> Notice of Change of First Directors (ss. 13(3))			
<input type="checkbox"/> Notice of Directors – First AGM (s. 81 and ss. 196(1))			
<input type="checkbox"/> Notice of Change of Address (of the condominium corporation)(ss. 12(2) and s. 197)			
<input type="checkbox"/> Notice of Change of Bylaws (must include Certificate of the Corporation – Change of Bylaws)(ss. 108(2))			
<input type="checkbox"/> Certificates of the Corporation (ss. 34(3), ss. 108(2); par. 200(2)(b), 205(2)(b), 230 (c) and 233 (d); <i>Phased Development Condominium Regulation</i> par. 14(2)(c))			
<input type="checkbox"/> A copy of the Leasehold Condominium Agreement or other written evidence satisfactory to the registrar that the public agrees to the creation of the proposed leasehold condominium (<i>Condominiums on Leasehold Land Regulation</i> s. 5)			
<input type="checkbox"/> Notice of Expiry of Ground Lease by Public Authority (<i>Condominiums on Leasehold Land Regulation</i> s. 15)			
Forms and documents the condominium corporation MAY file			
The <i>Condominium Act, 2015</i> and its Regulations permit the following forms and documents to be filed with the Registrar of Land Titles:			
<input type="checkbox"/> Notice of Change of Directors/Directors' Addresses (between AGMs)(ss. 196(2))			
<input type="checkbox"/> Reserve Fund Study (Depreciation report) (s. 157); <i>Condominium Reserve Fund Regulation</i> s. 6)			
Condominium corporations may also file the following documents with the Registrar of Land Titles:			
<input type="checkbox"/> Information Certificate (s. 186)			
<input type="checkbox"/> Other			
Fees			
No. of documents for submission: _____ X \$5.00 = \$ _____ Total fees			

Mail
 PO Box 2703 (J-2A)
 Whitehorse, YT Y1A 2C6

Phone
 867.667.5612

Drop off
 2134 2nd Ave, Whitehorse, YT

For Land Titles Office use only	
Receipt #	Date YYYY / MM / DD
Completed by	