



## NEW CONDOMINIUM CLIENT INFORMATION SHEET

*If you would like to retain Clifton Kok LLP to provide legal services for your condominium corporation, or a condominium corporation you represent, please complete the following and submit it to our office by email ([info@cklegal.ca](mailto:info@cklegal.ca)) or fax (519.632.8031).*

**Corporation Name:** \_\_\_\_\_ **Condominium Corporation No.** \_\_\_\_\_

**Re:** Select one or more of the following that indicate what kind of work you anticipate wanting us to perform:

- .....Draft and help enact by-law
- .....Draft and help enact rule(s)
- .....Draft and help enact declaration amendment
- .....Rule/By-law/Declaration enforcement
- .....Notice/Registration/Enforcement of Condominium Lien
- .....Attend and/or chair Condominium Meeting
- .....Amalgamation of two or more condominium corporations
- .....Other: \_\_\_\_\_

**Board of Directors:**

Name	Address	Phone/Email	Position on Board

**Property Manager:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Auditor:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Office Use Only**  
 Client ID \_\_\_\_\_ Matter \_\_\_\_\_ RE: \_\_\_\_\_  
                   Matter \_\_\_\_\_ RE: \_\_\_\_\_  
                   Matter \_\_\_\_\_ RE: \_\_\_\_\_