



# ELIA ASSOCIATES PC

## CONDOMINIUM LAWYERS

**CONDOCENTRIC™.ca**

From: \_\_\_\_\_ Condominium Corporation No. \_\_\_\_\_  
 Date: \_\_\_\_\_ Total Arrears: \$ \_\_\_\_\_  
 Late Payment Interest: \_\_\_\_\_ % Financial Year end: \_\_\_\_\_ (month/day)

### INSTRUCTIONS TO REGISTER A CERTIFICATE OF LIEN

Municipal Address of Unit(s): \_\_\_\_\_  
 Name of Owner(s): \_\_\_\_\_  
 Address for Service (if not Unit): \_\_\_\_\_  
 Name of Tenant(s): \_\_\_\_\_  
 Name of Mortgagee: \_\_\_\_\_  
 Address of Mortgagee: \_\_\_\_\_

### **Monthly Common Expense Payments**

Primary Unit No(s): \_\_\_\_\_ Unit: \_\_\_\_\_ Level: \_\_\_\_\_ \$ \_\_\_\_\_  
 Parking Space No(s): \_\_\_\_\_ Unit: \_\_\_\_\_ Level: \_\_\_\_\_ \$ \_\_\_\_\_  
 Locker Space No(s): \_\_\_\_\_ Unit: \_\_\_\_\_ Level: \_\_\_\_\_ \$ \_\_\_\_\_  
 Other No(s): \_\_\_\_\_ Unit: \_\_\_\_\_ Level: \_\_\_\_\_ \$ \_\_\_\_\_

### **Arrears History**

Month	Total Common Expenses	Special Assessment	Interest	NSF Charges	Administrative Charges	Other
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$

Please also give details of any other charges/fees that may be owing to the condominium corporation.

Please provide copies of the "Notice of Lien" (if any), all correspondence and file notes regarding the attempted collection of this account to date. Contact: Richard Elia (x.801) or Ziya Singh (x.813) • tel: 1-866-446-0811

fax: 416-446-0804 • email: [zsingh@elia.org](mailto:zsingh@elia.org) [liens@elia.org](mailto:liens@elia.org)