

# Carleton Condominium Corporation No. 542

## Sandcliffe, Winterburn and Grandcourt

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**TO:** All non-resident owners and owners  
**FROM:** Condominium Management Group - CCC542 Board of Directors  
**DATE:** December 19, 2025  
**RE:** Non-resident owners who rent their units

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Condominium living offers convenience and peace of mind. Unlike freehold homeownership, where owners have complete control over their property and maintenance, condominium owners and residents must adhere to collective rules. These rules, set by the condominium corporation, help maintain shared spaces, ensure safety, and foster harmonious living. Whether it's noise restrictions, pet policies, or proper use of common areas, understanding and respecting these guidelines is key to a smooth condominium living experience.

Earlier this year in May 2025, a communication was sent to owners on the Owners Handbook which includes the rules and regulations of the condominium corporation. The handbook can be found on the Corporation's website at <https://www.ccc542.com/> under the section *Newsletters and Notices*: These rules apply to all owners and tenants.

For owners who do not reside in their unit and rent it out to tenants, what is known as a non-resident owner, there are additional provisions in the Condominium Act of Ontario (section 83).

### Key Legal Requirements for Owners Renting Units

- Written Notice: Must be submitted within 10 days of the lease start date.
- Tenant Documents: Owners must provide tenants with the condo's Declaration, By-laws, and Rules and confirm in writing to the condominium property manager that this has been completed.
- Updates: If the lease ends or changes, the owner must notify the property manager.

The Condominium Corporation is required to maintain records of lease notices.

In a case with a Toronto condominium corporation, the Condominium Authority Tribunal determined that the condominium corporation had failed to maintain records of lease notices and it was fined.

In addition, the condominium's insurer could request a count of the number of leased units, as a greater number of leased units could indicate a higher claim risk. Non-resident owners and tenants may not maintain a unit with the same level of care or long-term investment as a resident owner typically would.

Non-resident owners are responsible for respecting the requirements. Should owners not comply, the Corporation may need to have the legal counsel follow-up with the non-resident owner and any legal costs will be borne by the non-resident owner and collected with the condominium fees.

For the convenience of non-resident owners who have tenants in their unit the form, SUMMARY OF LEASE OR RENEWAL (clause 83 (1) (B) of the Condominium Act, 1998, can be found at the following link: [https://cao-prod.adobemsbasic.com/content/xfaforms/profiles/caoforms.html?contentRoot=crx:///content/dam/forms\\_anddocuments/caoforms/en&template=Summary\\_of\\_Lease\\_or\\_Renewal.xdp](https://cao-prod.adobemsbasic.com/content/xfaforms/profiles/caoforms.html?contentRoot=crx:///content/dam/forms_anddocuments/caoforms/en&template=Summary_of_Lease_or_Renewal.xdp)

Please provide to the property manager if you have not already done so.

We thank the non-resident owners who automatically provide the required information.

Thank you for your cooperation and understanding.

Should you have any concerns, please advise Christine Rausch, Property Manager (phone 613-237-9519 ext. 109).