

## REGISTRATION (NEW RESIDENT)

Condo # : \_\_\_\_\_ Entry Code # : \_\_\_\_\_ Locker # : \_\_\_\_\_ Parking # : \_\_\_\_\_  
 Name : \_\_\_\_\_ Given name : \_\_\_\_\_ Co-owner  Lessee   
 Telephone. Res : \_\_\_\_\_ Work : \_\_\_\_\_ Cell : \_\_\_\_\_  
 Date of the meeting : \_\_\_\_\_ Estimate date of arrival : \_\_\_\_\_  
 Name of the notary : \_\_\_\_\_ His or her telephone : \_\_\_\_\_

**Other persons living with you :**

| Name (if different) | Given Name | Age (if under 18) |
|---------------------|------------|-------------------|
| _____               | _____      | _____             |
| _____               | _____      | _____             |
| _____               | _____      | _____             |
| _____               | _____      | _____             |
| _____               | _____      | _____             |

**Handicapped person**

Name \_\_\_\_\_ Age : \_\_\_\_\_ Nature of incapacity : \_\_\_\_\_

**Contact in case of emergency**

Name : \_\_\_\_\_ Relationship : \_\_\_\_\_ Telephone(s) \_\_\_\_\_

**Motor Vehicles)**

| Name  | Model | Year  | Colour | License # |
|-------|-------|-------|--------|-----------|
| _____ | _____ | _____ | _____  | _____     |
| _____ | _____ | _____ | _____  | _____     |

Name on entry console : \_\_\_\_\_ Given name or initial : \_\_\_\_\_

**Documents required by the Administration**

(According to Chapter 3, *Civil Code of Quebec* and the *Declaration of Co-ownership of Manoir IV Enr.*)

| Owner | Lessee | Documents  | Received |
|-------|--------|--|----------|
| ✓     |        | Copy of the 1 <sup>th</sup> page of th Act of sale |          |
|       | ✓      | Copy of the lease                                  |          |
| Owner | Lessee | Documents  | Received |

|   |   |  |  |
|---|---|--|--|
| ✓ | ✓ | Copy of home insurance policy                        |  |
| ✓ |   | Automatic withdrawal authorization form              |  |
| ✓ |   | Cheque marked VOID                                   |  |
| ✓ | ✓ | 200 \$ move-in deposit                               |  |
| ✓ | ✓ | Moving form duly completed                           |  |
| ✓ | ✓ | Set of keys to the apartment to be put into the safe |  |

**Documents provided by Administration for Co-owner or lessee**

| <b>Owner</b> | <b>Lessee</b> | <b>Documents</b>  | <b>Remitted</b> |
|--------------|---------------|---|-----------------|
| ✓            | ✓             | Parking Sticker(s)  |                 |
| ✓            | ✓             | Parking guestcards  |                 |
| ✓            | ✓             | Remote control for the garage (deposit of 55 \$)            |                 |
| ✓            |               | Key 21 and access to the locker room (deposit of 20 \$/key) |                 |
| ✓            | ✓             | <i>Manoir IV Information booklet</i>                        |                 |
| ✓            | ✓             | <i>Manoir IV Rules and Regulations (15 \$)</i>              |                 |
| ✓            |               | <i>Manoir IV Declaration of co-ownership (15 \$)</i>        |                 |
| ✓            | ✓             | Resident information form duly completed and signed         |                 |

**Other documents (if needed)**

| <b>Owner</b> | <b>Lessee</b> | <b>Documents</b>                                       | <b>Received</b> |
|--------------|---------------|--|-----------------|
| ✓            | ✓             | Cheque marked VOID for payment of cable                |                 |
| ✓            |               | Major Renovation form duly completed                   |                 |
| ✓            |               | 200 \$ deposit against damages during Major renovation |                 |
|              |               |  |                 |

I, the undersigned (co-owner or lessee), confirm that no dangerous materials are presently stored or will be stored in the locker space or in the apartment in which I reside, as stipulated in the *Declaration of co-ownership of Manoir IV Enr.*

I also hereby confirm that the information contained in this document is true and correct, and that I will inform the administrators of *Manoir IV Enr.* Should there be any change in this information.

I confirm having received a copy of *Manoir IV's Rules and Regulations which I will read and follow*

And we have signed in Saint-Laurent \_\_\_\_\_  
Day, month, year

\_\_\_\_\_  
Signature, co-owner or lessee

\_\_\_\_\_  
Signature, second co-owner if needed

\_\_\_\_\_  
Signature, administrator