

Notice to Commercial Lessee to Pay Rent to Condominium Corporation

(print name of commercial lessee)

(print address of commercial lessee)

_____, the owner of the condominium unit you are leasing, owes
(print name of unit owner)

money to _____ Condominium Corporation No. _____ for common expenses or reserve fund contributions. Section 210 of *The Condominium Act* gives the condominium corporation the right to require you to pay your rent to the corporation. The corporation will use your rent to pay off the amount the unit owner owes.

You must submit

\$_____, if this amount is equal to or less than the amount of your next rent payment,

OR

your rent payments until further notice,

to the condominium corporation at the following address: _____.

If the amount is less than the amount of your next rent payment, pay the balance of your rent to your lessor.

The condominium corporation must give you a receipt for each payment. The unit holder will receive a copy of the receipt.

A payment to the condominium corporation under this notice is a payment towards the rent under your commercial lease. When you pay your rent to the condominium corporation, you are not in default of any obligations under your commercial lease because of this payment to the condominium corporation.

If you have any questions, contact _____ at _____.
(name of contact person) (phone number)

date

signature of condominium corporation representative

Important information for lessees: The unit owner will receive a copy of this notice.

Note to condominium corporation: You must give a receipt to the lessee for each rent payment. You must give a copy of this notice and a copy of the receipt to the unit owner or the unit owner's designated representative for commercial leasing matters.