

Registering Your Condominium With the Condominium Authority of Ontario

All condominium corporations are required to register with the Condominium Authority of Ontario (“CAO”) and pay by December 31, 2017 the initial assessment fees covering the period from September 1, 2017 to March 31, 2018.

In August, the CAO sent out information packages to condominium corporations setting out how corporations could register and pay the assessment. Included in the information package was a unique invitation code, which is required in order to access the registration system. Condominium corporations that have not received an invitation code can request one by e-mail sent to info@condominiumauthorityontario.ca.

When registering, the following information is required:

- type of condominium – e.g. standard condominium, common elements condominium, etc.;
- number of voting units (which is required to calculate the assessment based on \$1.00 per voting unit) and number of units; and
- the condominium corporation’s address for service.

In addition, the following optional information can be provided when registering: the names, e-mail addresses and terms of the condominium board members and the name, e-mail address and firm of the condominium manager.

Registration should be done by the condominium manager, a condominium board member or the corporation’s legal counsel. To register [click here](#).

After the condominium has been registered, assessments can be paid electronically by credit card or Interact® Online or by sending a cheque or money order to the CAO. The cheque does not need to be certified.

[Denise Lash](#) The founder of Lash Condo Law, Denise has over 25 years experience as a condominium lawyer representing condominium clients in all aspects of condominium law. Denise is known for her effective dispute resolution methods in dealing with issues between condominium corporations and developers as well as resolving complicated issues faced by her condominium clients.