



Kohabit

Condo management, finally simple and calm.

NEW CO-OWNER WELCOME GUIDE

Template to be customized by the syndicate

Syndicate	(name of the syndicate)
Building	(address)
Document given on	(YYYY-MM-DD)

1. YOUR CO-OWNERSHIP AT A GLANCE

Syndicate name and building address

Number of units, year built

Your unit (unit number, lot number, relative value)

2. WHO TO TALK TO

Syndicate email address (use it for anything official)

Board members and their roles

Manager or caretaker, if any

24-hour emergency number (water leak, outage, fire)

3. WHAT YOU MUST DO WITHIN 15 DAYS

A person who acquires a fraction must notify the syndicate within 15 days (art. 1065 C.C.Q.). Send your name, mailing address and date of acquisition to the email address above.

Notice of acquisition sent on

Received by the syndicate on

4. YOUR COMMON EXPENSES

Contributions to common expenses are calculated in proportion to the relative value of your fraction (art. 1064 C.C.Q.). Co-owners who have the use of common portions for restricted use alone contribute to the maintenance and routine repairs of those portions.

Amount of your charge and frequency

Due date

Accepted payment methods

☐ Interac transfer ☐ Pre-authorized debit ☐ Cheque ☐ Other

Who to write to about an account question

5. THE BUILDING'S BY-LAWS

Important: amendments to the by-laws of the immovable are not published in the land register; it is sufficient that they be deposited in the syndicate's register (art. 1060 C.C.Q.). The declaration you received from the notary therefore does not contain them.

Where to consult the current by-laws and their amendments

Amendments adopted since (date), to know first

The three or four rules that cause the most friction here (noise, pets, barbecue, flooring)

6. DAY-TO-DAY LIVING

Garbage, recycling, compost, bulky items: days and locations

Moving in and out: booking, protection, time window, deposit

Parking: your space, visitor spaces, snow removal rule

Laundry, storage, roof or yard access: hours and codes

Mail, parcels, intercom

7. IN AN EMERGENCY

Main water shut-off valve for the building (location)

Water shut-off valve for your unit (location)

Electrical panel (location)

Who to call for a water leak at night

Syndicate's insurer and policy number

8. IF YOU LEASE YOUR UNIT

The by-laws of the immovable may only be set up against a lessee or occupant once a copy has been given to them (art. 1057 C.C.Q.). A co-owner who leases must notify the syndicate within 15 days, giving the name of the lessee, the term of the lease and the date of that handover (art. 1065 C.C.Q.).

Name of the lessee or occupant

Term of the lease

Date the by-laws were given to the lessee

9. CONSULTING THE SYNDICATE'S REGISTER

The register contains, among other things, the declaration, the minutes, the financial statements, the maintenance log and the contingency fund study (art. 1070 C.C.Q.). It is consulted in the presence of a director or a designated person, at reasonable hours, on the terms set out in the by-laws of the immovable; a copy is obtained for reasonable fees (art. 1070.1 C.C.Q.).

How to request a consultation (who to ask, what notice)

Copying rate applied by the syndicate

10. ACKNOWLEDGEMENT OF RECEIPT

I confirm having received this welcome guide together with a copy of the by-laws of the immovable and their amendments.

Name of the occupant (co-owner or lessee)

Signature and date

Given by (name and capacity)

Signature and date

Keep a signed copy in the syndicate's register: it is what establishes the handover date required by art. 1065 C.C.Q.

This template is provided for informational purposes and does not constitute legal advice. Adapt it to your declaration of co-ownership and to the by-laws of your immovable.