

CAO Forms – Download Instructions:

These forms have special security features. You ***must*** download the form onto your computer before you can view or complete them using a current version of Adobe Acrobat Reader.

Please note: You will not be able to use your browser's pdf viewer nor will you be able to complete these forms on a tablet. Detailed instructions are provided on the CAO Forms page and summarized below.

To download, right-click on the form you want, choose "Save link as..." (Google Chrome) or "Save target as..." (Microsoft Edge) and choose where you want the selected form to be saved e.g. Downloads folder.

Once the form is saved, open the file with Adobe Acrobat Reader. You can now print it and complete it manually or fill it out online and save it. If you choose to fill it out online start filling out the form at the top and use the "Tab" key to move between items. Note that the content of the form may change depending on what you enter, so starting at the top is important.

Once the completed form is saved, you can now "print" it and deliver it to the Rec Centre Office or "attach" it to an email and email it to our Property Manager, Olivia Claveau at Olivia.Claveau@fsresidential.com. For most forms, an actual signature is not required as long as the form is emailed from your email address of record.