Fillable Form Instructions

The following information is valid as of December 2018. Browsers and their add-ons change frequently. If any of the following no longer works, please let the webmaster know.

Fillable forms are specially designed so that they can be completed on your computer or tablet. The completed form will be type-written i.e. legible, and can then be printed or in most cases, submitted by email.
Fillable forms are created with Adobe Acrobat and are best completed with Adobe Acrobat Reader. Other PDF Viewers may also work but none has been tested.

Basic Instructions
Download the form and Save it to a convenient location where you can find it later. Open the saved file with Adobe Reader, Complete the Form and Save it. You can now Print it and deliver it to the Rec Centre Office or Attach it to an Email and Email it to your Property Manager. For most forms, an actual signature is not required as long as the form is emailed from your email address of record.

Shortcuts
Both Google Chrome and Microsoft Edge will let you fill in the form within the browser, without downloading. The result can be printed but must be saved in order to email it.
With either of these shortcuts it is still worth saving the completed form on your computer for record keeping.

Tablets
If you are using an iPad, then download the free Adobe Reader app from the App Store. When you are looking at the form in Safari, tap anywhere on the form and choose Open In.
Select Copy to Adobe Acrobat. Acrobat Reader will then open with the form ready to completed.

Condominium Authority of Ontario Forms
These forms have special security features.
You must download the form onto your computer then open it with a recent version of Adobe Acrobat Reader.
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 – the following is a summary.

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 your Property Manager. For most forms, an actual signature is not required as long as the form is emailed from your email address of record.

Ordinary Forms
Adobe Reader includes a free Tool called Fill & Sign. It provides a way to complete a non-fillable form by entering text on the form. There is a small learning curve but it does work. There is also a way to add a signature. On an iPad, download the Adobe Fill & Sign app. Fill & Sign can also be used with Fillable Forms.