

**AGREEMENT TO RECEIVE NOTICES ELECTRONICALLY
FIRSTSERVICE RESIDENTIAL**

1. Go to CAO's **Condominium Forms** page => [Condominium Forms | Condominium Authority of Ontario \(condoauthorityontario.ca\)](https://condoauthorityontario.ca)
2. Scroll down to **Forms Relating to Meetings and Voting**, and click on the + sign next to **Agreement to Receive Notices Electronically (optional)**
3. Right-mouse click on **Agreement to Receive Notices Electronically** and select **Save Link As**
4. Select **Desktop** as destination, then click on **Save**
5. Close that screen
6. Look for the icon for the document on your Windows Desktop, and double click to open it
7. Fill in the fields:
 - a. Enter your name
 - b. Condominium's Corporation Name is **Y.R.V.L.C.C. No. 1066 (York Region Vacant Land Condominium Corporation No. 1066)**
 - c. Click on Email box to select it
 - d. Enter your email address
 - e. In the Other field, enter your street address
 - f. Click on the box next to "I agree"
 - g. Enter date
8. Click on **Save Form** button
9. Print the form and sign it
10. Deliver the form to the Recreation Centre Office or scan and email it to the Property Manager.