

The official Consent to Receiving Email Communications Form from Condo Authority of Ontario is a protected PDF that cannot be downloaded directly, to prevent unauthorized changes to legal wording.

You must follow this procedure in order to download and complete this form:

1. Go to CAO's **Condominium Forms** page => [Condominium Forms | Condominium Authority of Ontario \(condoauthorityontario.ca\)](https://condoauthorityontario.ca/condominium-forms)
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. 1193 (York Region Vacant Land Condominium Corporation No. 1193)**
 - 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. Click the **Print Form** button and sign it
10. Deliver the signed form to the Rec Centre Office, or attach it to an email addressed to your Property Manager.