



A Submission Cover Page must be included with every set of forms submitted to the Corporate Registry.

**FOR PROPER PROCESSING, PLEASE ENSURE ALL PAGES OF THIS FORM ARE SUBMITTED.  
FORMS WITH MISSING PAGES WILL BE RETURNED.**

## Fees

**Submission Fee:** (go to [www.isc.ca/fees](http://www.isc.ca/fees) for the current fee information) \$ \_\_\_\_\_

**Priority Service:**

Check box for \$500.00 optional additional fee \$ \_\_\_\_\_

Priority submissions will receive immediate attention and will be reviewed within one business day after being received, where possible. If you are submitting multiple forms for a single entity, only one priority service fee is required. Check **Priority Service** box on each submission cover page.

**TOTAL FEES:** \$ \_\_\_\_\_

Submissions will be returned if sufficient funds are not available at the time of processing.

## Payment Methods

ISC offers the following methods of payment:

- Cheque or money order payable to *Information Services Corporation*
- On ISC account – ISC Account Number: \_\_\_\_\_

To pay by credit card, call the Customer Support Team at 1-866-275-4721 to provide payment information and you must include the ISC Account Number provided on the line above.

**DO NOT** include your credit card information anywhere on these forms.

## Paper Forms Submission Methods

The received date for the submission is the date the forms are received at ISC.

**Mail:** Corporate Registry  
1301 – 1st Avenue,  
Regina, SK S4R 8H2

**Fax:** (306) 787-8999

## Customer Reference Number (optional)

- Your Reference Number: \_\_\_\_\_

Did you know...most submissions are automatically registered when filed online at [corporateregistry.isc.ca](http://corporateregistry.isc.ca)  
This includes Annual Returns, Annual Returns and Financial Statements, Business Name Renewals and most associated notice update submissions.

Visit our website or contact our Customer Support Team for more information:

[www.isc.ca](http://www.isc.ca)

1-866-275-4721

[corporateregistry@isc.ca](mailto:corporateregistry@isc.ca)



**1 ENTITY DETAILS**

Entity Number:	Entity Name:
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**2 STANDARD UNIT DESCRIPTION ATTACHMENT**

The amended standard unit description must be enclosed.

Date Amendment(s) Passed: \_\_\_\_\_ (Enter date in day/month/year format)

**3 SUBMITTER INFORMATION, AUTHORIZATION, AND NOTIFICATION PREFERENCE**

**Submitter Information** (Submitter must be an individual)  
*\*Indicates mandatory fields*

*First Name:	*Last Name:
*Mailing Address:	Phone Number:
	Fax Number:

Email Address: \_\_\_\_\_

I certify that the disclosed information respecting the condominium corporation is correct and that I have the authority to sign this document on behalf of the condominium corporation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Preferred Notification Method for the Submission Correspondence/Certificate**  
The Registry will communicate with the Submitter regarding this submission using the method selected below and the Submitter's information provided on this form. However, if an ISC Account Number is provided on the submission cover page, communication will be sent to the address information associated with that ISC Account Number.

► **Select *only one* (1):**  
*Note: If the preferred notification method is not indicated or incomplete, the default method will be mail.*

Email     Mail     Fax

Corporate Registry online customer portal (ISC Account Number must be provided on the submission cover page)

▼ Section Below Intentionally Left Blank - For Office Use Only ▼

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Condominium Plan Number

[Empty box for Condominium Plan Number]

PART A - PURPOSE

The following standard items in this Standard Unit Description were:

- checkbox prepared by the developer and accompany an application to the Land Registry to issue titles
checkbox passed by the condominium corporation as a bylaw amendment for filing in the Corporate Registry

PART B - STANDARD UNIT DESCRIPTION

Doors:

Description of standard items (if nothing was provided please indicate so):
Optional description of items not included as standard items (you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):

Windows:

Description of standard items (if nothing was provided please indicate so):
Optional description of items not included as standard items (you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):

Floors:

Description of standard items (if nothing was provided please indicate so):
Optional description of items not included as standard items (you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):

Walls:

Description of standard items (if nothing was provided please indicate so):
Optional description of items not included as standard items (you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):

Ceiling:

**Description of standard items** *(if nothing was provided please indicate so):*

**Optional description of items not included as standard items** *(you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):*

**Lighting fixtures:**

**Description of standard items** *(if nothing was provided please indicate so):*

**Optional description of items not included as standard items** *(you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):*

**Installations with respect to the provision of water and sewage and natural gas:**

**Description of standard items** *(if nothing was provided please indicate so):*

**Optional description of items not included as standard items** *(you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):*

**Installations with respect to the delivery of heat and ventilation:**

**Description of standard items** *(if nothing was provided please indicate so):*

**Optional description of items not included as standard items** *(you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):*

**Installations with respect to electricity, telecommunications and other technologies:**

**Description of standard items** *(if nothing was provided please indicate so):*

**Optional description of items not included as standard items** *(you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):*

**Installations with respect to smoke detectors:**

**Description of standard items** *(if nothing was provided please indicate so):*

**Optional description of items not included as standard items** *(you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):*

**Installations with respect to washing machine drainage, clothes dryer outlets and exhaust outlets:**

**Description of standard items** (if nothing was provided please indicate so):

**Optional description of items not included as standard items** (you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):

**Appliances:**

**Description of standard items** (if nothing was provided please indicate so):

**Optional description of items not included as standard items** (you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):

**Kitchen, bathroom and laundry plumbing, fixtures and controls:**

**Description of standard items** (if nothing was provided please indicate so):

**Optional description of items not included as standard items** (you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):

**Kitchen, bathroom and laundry cabinets and counter tops:**

**Description of standard items** (if nothing was provided please indicate so):

**Optional description of items not included as standard items** (you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):

**PART C – SUBMITTING PARTY**

THIS SECTION IS TO BE COMPLETED BY DEVELOPERS ONLY:

This standard unit description is the complete description for this condominium development. Any bylaws included in this application to raise titles do not contain a standard unit description.

THIS SECTION IS TO BE COMPLETED BY CONDOMINIUM CORPORATIONS ONLY:

This standard unit description is the complete description for this condominium corporation.

Form AA Amendment or Repeal of Bylaws is attached certifying the amendment of the bylaws to include the standard unit description.



## Standard Unit Description – Instructions

Use the Standard Unit Description form to provide description of what is being provided to the purchaser.

### Submit this completed form with the following applications:

- Application by developer for Transform (Part I – Surrender)
  - attach the Standard Unit Description behind this application
  - this form accompanies the Information to Obtain Condominium Number form
- Application by condominium corporation to amend bylaws with respect to the Standard Unit Description in the Corporate Registry
  - this form accompanies Form AA – Amendment or Repeal of Bylaws if amending Standard Unit Description as included in the bylaws

### Completing the Purpose Section...

Check the appropriate box regarding the reason for submission.

### Completing the Standard Unit Description Form...

Enter Description of what was provided box with all that is provided to the individual residential unit. This box must be completed.

Even if nothing under that category is being provided (a common example might be if laundry appliances are part of the common property and not the individual units), it still must be indicated in the first box. For example:

#### Appliances:

**Description of what was provided** *(if nothing was provided please indicate so):*

Appliances are not being provided.

You may enter Optional description items not included as standard items box with items not being provided. The second box is not mandatory. For example:

**Optional description of items not included as standard items** *(you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):*

You may enter Optional description items not included as standard items with further qualifications of what is being provided:

**Kitchen, bathroom and laundry cabinets and counter tops:**

<b>Description of what was provided</b> <i>(if nothing was provided please indicate so):</i> Kitchen, bathroom, and laundry cabinets are not being provided. Laminate countertops are provided.
<b>Optional description of what was not provided</b> <i>(you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):</i> Laminate countertops are provided but granite and quartz countertops are not.

For each category, the second box can be used to provide a more complete description of what has or has not been provided. For example, if exterior doors were being provided but interior doors were not, you could list all exterior doors in the first box and all interior doors in the second. Here are examples for each category showing how you can list what has and has not been provided:

**Doors:**

<b>Description of what was provided</b> <i>(if nothing was provided please indicate so):</i> All exterior doors.
<b>Optional description of what was not provided</b> <i>(you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):</i> All interior doors.

A description of what is provided and not provided for windows may look like this:

**Windows:**

<b>Description of what was provided</b> <i>(if nothing was provided please indicate so):</i> All exterior windows and window frames and exterior doors and door frames.
<b>Optional description of what was not provided</b> <i>(you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):</i> Window coverings, drapery, hardware, or blinds.

A description of what is provided and not provided for installations may look like this:

**Installations with respect to the provision of water and sewage and natural gas:**

<b>Description of what was provided</b> <i>(if nothing was provided please indicate so):</i> All services with respect to the provision of water and sewage services, electricity and natural gas for the unit carried within those walls, bulkheads, and ceilings.
<b>Optional description of what was not provided</b> <i>(you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):</i> Water heater.

A description of what is provided and not provided for fixtures and controls may look like

this:

**Kitchen, bathroom and laundry plumbing, fixtures and controls**

<b>Description of what was provided</b> (if nothing was provided please indicate so): One oven electrical outlet and rough-in
<b>Optional description of what was not provided</b> (you may, but are not required to, provide a description of any items that may be in a unit that are not intended to form part of the standard unit description in this category):

**Completing the Submitting Party Section....**

Complete the Submitting Party section:

- as a Developer if this form accompanies the application to issue titles for the condominium plan, or
- as a Condominium Corporation if this form is completed for the purpose of amending the corporation's bylaws to include a Standard Unit Description

For further descriptions of what must be included in a Standard Unit Description, please consult s. 11 of *The Condominium Property Regulations, 2001*.

All Condominium transactions in the Land Registry may now be completed through online submission using OLS.

If completed with application to issue first title for a condominium, send completed *Standard Unit Description* form together with the *Application for Condominium Ownership Register Setup* and: authorizations, if required; attachments, if any, with the *Begin Attachment Sheet*; and the *Condominium Packet Cover Page*, to:

By email: [packets@isc.ca](mailto:packets@isc.ca)

OR

By fax: 306-798-1525

On first issue of title, the Standard Unit Description will be forwarded to the Corporate Registry.

If completed as an amendment to a Standard Unit Description previously filed, send the form to:  
By mail: ISC e-Business Services Centre, 1301 – 1st Avenue, Regina, SK S4P 3V7