

How to create your own Mail Merge Documents/Templates

Shiftsuite can produce a variety of letters and notices within a few clicks of the mouse. Shiftsuite will accept any Word Template file you create; however only specific Merge Fields are allowed.

Your letters need to reference specific fields within Shiftsuite in order to properly produce the figures you are looking for. This document serves as reference for you as to what Merge Fields can be used for each type of notice.

- Find the type of letter/merge you are doing using the below list.
- Use any of the of the available fields for that letter category.
- To insert a merge field, press **CTRL+F9**. Word will insert a merge field in the format {}. Right click on the merge field and selected Edit Field. Under the "Choose a field type", select Merge Field, and in the "Field Name" textbox, enter the field name from the tables below.
- After the last character of your Document insert (Next Page) Page Break under the Layout tab by clicking on (Breaks).
- Save the template as a .dotx file on your Local Machine (i.e. My Desktop)
- Upload the word template in System > List Maintenance > Mail merge templates
- If adding a new document, select NEW from the toolbar and enter all the information.
 *Remember, if the template is currently saved on your computer or network you must use the drive letter with reference to YOUR machine i.e. C drive on pmcomputer.
- Confirm they are working by running the respective letter/merge from the menu.



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v.5.0

Date: 12/9/2020



General Letter

Merge field Name	Description	Sample
genDate	Date of Creation	7/23/2010
Title		Mr. Mrs. Dr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last Name	Deen
Company	Company name of the owner	D-Tech Consulting
AllOwners	Will show first name and last name of all owners	Darryl Deen, Mark Simurda, Angelina Jolie
AllTenants	Will show first name and last name of all tenants	Darryl Deen, Mark Simurda, Angelina Jolie
Unit	Owner unit	101
Address	Primary Owner Address	10 Street
City	Primary Owner Address	Toronto
Province	Primary Owner Address	ON
PostalCode	Primary Owner Address	M1M 1M1
CorpLegalName	Condo Corporation Name	Condominium Corporation No. 1
Country	Country	Canada
SignName	Property Manager Name	Key Demo Manager
SignTitle	Property Manager Title	Property Manager
SignInitial	Property Managers Initials	KDM
DayPhone	Day Phone Number	(416)489-5972
DayPhoneExt	Day Phone Number Extension	38
NightPhone	Night Phone Number	(416)489-5972
NightPhoneExt	Night Phone Number Extension	38
Mobile	Cell Phone Number	(416)489-5972
Fax	Fax Number	(416)850-9807
Email	Email Address	support@shiftsuite.com
Web	Web Address	www.shiftsuite.com
BusinessType	Type of business	I.T. Consulting
LegalUnit	Unit Legal Unit	2
LegalLevel	Unit Legal Level	2
Proportion		
Enterphone	Telephone lobby entry number	125896
AccessCard1	Access Card Number 1	1234-567-89
AccessCard2	Access Card Number 2	1234-567-90
U_ADDRESS	Unit address	366 Adelaide St. E.
U_CITY	Unit City	Toronto
U_PROV_STA	Unit Province/State	Ontario/New York
U_PO_ZIP	Unit Postal Code/Zip Code	M5A 3X9/10108
KEYCompany	The name of the property management company	SHIFT Property Management



CorpName	The corporation legal name	Shiftsuite Condominium Corporation No.
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpEmail	Corporations Email address	tscc5000@rogers.com
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address	Metro Toronto Condominium Corporation 123 1 Yonge Street Unit 25 Toronto, Ontario M6K 1P1
CorpWeb	Corporations website address	tscc5000.shiftsuite.com
TenantFirstName	Tenant First Name	John
TenantMIName	Tenant Middle Initial	C.
TenantLastName	Tenant Last Name	Doe
TenantTitle	Tenant Title	Mr, Mrs, Miss.
TenantAddress	Tenant Address	1 Young St.
TenantCity	Tenant City	Toronto
TenantProvince	Tenant Province	Ontario
TenantCountry	Tenant Country	Canada
TenantPostalCode	Tenant Postal Code	M6K 1P1
TenantDayPHone	Tenant Day Phone Number	(416)489-5972
TenantDayPHoneExt	Tenant Day Phone Number Extension	38
TenantNightPHone	Tenant Night Phone Number	(416)489-5972
TenantNightPHoneExt	Tenant Night Phone Number Extension	38
TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantFax	Tenant Fax Number	(416)850-9807
TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantWeb	Tenant Web Address	www.shiftsuite.com
TenantStartDate	Tenant Start Date	3/24/2013
TenantEndDate	Tenant End Date	3/24/2014
TenantCompany	Tenant Company	Shiftsuite
TenantBusinessType	Tenant Business type	I.T.
PMName	Property Manager name	John Smith
PMEMail	Property Manager email	John@shiftsuite.com
PMDayPhone	Property Manager day phone #	(416)489-5972
PMDayPhoneExt	Property Manager day phone # extension	555



PMNightPhone	Property Manager night phone #	(416)489-5972
PMNightPhoneExt	Property Manager night phone # extension	554
PMMobile	Property Manager mobile #	(416)489-5972
PMFax	Property Manager Fax #	(416)489-5972
CorpWeb	Corporation Web Site	www.Corporation.com
CorpEmail	Corporation Email	Corp@Corporation.com
UnitMaintenanceWithoutTaxes	Unit's monthly maintenance amount without taxes	\$435.00
UnitMaintenanceTaxes	Unit's monthly Tax amount on maintenance fee	\$56.55
UnitMaintenanceFee	Unit's total maintenance fee including taxes	\$491.55
ParkingFeeWithoutTaxes	Units Parking Fees without tax	\$45.00
ParkingFeeTaxes	Units tax amount on Parking Fees	\$5.85
ParkingFee	Units monthly Parking Fees including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
LockerFeeTaxes	Units tax amount on Locker Fees	\$5.85
LockerFee	Units monthly Locker Fees including Tax	\$50.85
RentalParkingWithoutTaxes	Units Rental Parking Fees without tax	\$25.00
RentalParkingTaxes	Units tax amount on Rental Parking Fees	\$3.25
RentalParkingFee	Units monthly Rental Parking Fees including Tax	\$28.25
RentalLockerWithoutTaxes	Units Rental Locker Fees without tax	\$25.00
RentalLockerTaxes	Units tax amount on Rental Locker Fees	\$3.25
RentalLockerFee	Units monthly Rental Locker Fees including Tax	\$28.25
SpecialAssessmentWithoutTaxes	Unit's monthly Special Assessment fee amount without taxes	\$685.25
SpecialAssessmentTaxes	Unit's monthly Tax amount on Special Assessment fee	\$89.05
SpecialAssessment	Unit's total Special Assessment fee including taxes	\$774.30



	Unit's monthly Revised	
RevisedAssessmentWithoutTaxes	Assessment fee amount	\$150.00
RevisedAssessmentwithoutraxes		\$150.00
	without taxes	
RevisedAssessmentTaxes	Unit's monthly Tax amount	\$19.50
	on Revised Assessment fee	*
	Unit's total Revised	
RevisedAssessmentFee	Assessment fee including	\$169.50
	taxes	
MiscFeeWithoutTax1,	Enters the Units monthly	
MiscFeeTaxWithout2,	Misc.Fee amounts Without	MiscFee1 - \$26.75
MiscFeeTaxWithout3,	Taxes. Will enter in a	·
MiscFeeTaxWithout4,		MiscFee2 - \$36.25
MiscFeeTaxWithout5,	maximum of 6 separate Misc.	MiscFee3 - \$26.78
MiscFeeTaxWithout6	Fees	
MiscFeeTax1, MiscFeeTax2,	Units monthly Tax amount on	MiscFee1 - \$3.48
MiscFeeTax3, MiscFeeTax4,	Misc.Fee. Will enter in a	MiscFee1 - \$3.46 MiscFee2 - \$4.71
MiscFeeTax5,	maximum of 6 separate Misc.	
MiscFeeTax6	Fees	MiscFee3 - \$3.48
MiscFee1,	Entero the Unite monthly	
MiscFee2,	Enters the Units monthly	MinaFan4 (000.00
MiscFee3,	Misc.Fee amounts including Taxes. Will enter in a	MiscFee1 - \$30.23
MiscFee4,		MiscFee2 - \$40.96
MiscFee5,	maximum of 6 separate Misc.	MiscFee3 - \$30.26
MiscFee6	Fees	
UnitMgmtFirstName	Enters the first name within	Christopher
Ominigina irsavame	the record	Christopher
UnitMgmtLastName	Enters the last name within	Deen
Omanymic asuvame	the record	Docti
UnitMgmtCompanyName	Enters the company name	Shiftsuite
Ominigrit Company Name	within the record	Officiality
UnitMgmtEmail	Enters the email address	support@shiftsuite.com
	within the record	<u>aupport@aniitauite.com</u>
		Metro Toronto Condominium
	Displays the street, city,	Corporation 123
UnitMgmtFullAddress	province, postal code, and	1 Yonge Street
	country	Unit 25
		Toronto, Ontario M6K 1P1
		IVION IF I



First Notice

Merge field Name	Description	Sample
genDate	Date of Creation	7/23/2010
Title		Ms.
FirstName	Primary Owner First Name	FirstName28
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last Name	LastName28
Company	Company Name of the owner	D-Tech Consulting
AllOwners	Will show first name and last name of all additional owners	Darryl Deen, Mark Simurda, Angelina Jolie
AllTenants	Will show first name and last name of all additional Tenants	Darryl Deen, Mark Simurda, Angelina Jolie
Address	Primary Owner Address	28 Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M 1M1
TotalBalance	Balance Owing	1180.00
Remark		
AdminFee	Administration Fee charged by the Property Management company	50.00
CorpName	Corporation Name	DCC1
CorpLegalName	Full corporation Name	Condominium Corporation No. 1
SignName	Name of writer	Key Demo Manager
SignTitle	Title of writer	Property Manager
SignInitial	Initials of writer	KDM
Unit	Suite Number	406
LegalUnit	Legal Unit Number	6
LegalLevel	Unit Legal Level	4
U_ADDRESS	Unit Address	426 Queen Street E. Suite 406
U_CITY	Unit City	Toronto
U_PROV_STA	Unit Province/State	Ontario/New York
Enterphone	Telephone lobby entry number	1236589
AccessCard1	Access Card Number 1	1234-567-89
AccessCard2	Access Card Number 2	1234-567-90
U_PO_ZIP	Unit Postal Code/Zip Code	M5A 3X9/10108
Country	Country	Canada
DayPhone	Day Phone Number	(416)489-5972
DayPhoneExt	Day Phone Number Extension	38
NightPhone	Night Phone Number	(416)489-5972
NightPhoneExt	Night Phone Number Extension	38
Mobile	Cell Phone Number	(416)489-5972
Fax	Fax Number	(416)850-9807
Email	Email Address	support@shiftsuite.com
Web	Web Address	www.shiftsuite.com



BusinessType		I.T. Consulting
Proportion	Unit Proportion	0.25578%
Region	City	Toronto
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
	Pre-formatted corporation	
	address	Metro Toronto Condominium Corporation
	Format:	123
CorpFullAddress	Corporation Full Name	1 Yonge Street
	Address Line 1	Toronto, Ontario
	Address Line 2	M6K 1P1
	City, Province Postal Code	
TenantFirstName	Tenant First Name	John
TenantMIName	Tenant Middle Initial	C.
TenantLastName	Tenant Last Name	Doe
TenantTitle	Tenant Title	Mr, Mrs, Miss.
TenantAddress	Tenant Address	1 Young St.
TenantCity	Tenant City	Toronto
TenantProvince	Tenant Province	Ontario
TenantCountry	Tenant Country	Canada
TenantPostalCode	Tenant Postal Code	M6K 1P1
TenantDayPHone	Tenant Day Phone Number	(416)489-5972
	Tenant Day Phone Number	
TenantDayPHoneExt	Extension	38
TenantNightPHone	Tenant Night Phone Number	(416)489-5972
TenantNightPHoneExt	Tenant Night Phone Number	38
	Extension	36
TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantFax	Tenant Fax Number	(416)850-9807
TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantWeb	Tenant Web Address	www.shiftsuite.com
TenantStartDate	Tenant Start Date	3/24/2013
TenantEndDate	Tenant End Date	3/24/2014
TenantCompany	Tenant Company	Shiftsuite
TenantBusinessType	Admin Fee	Condo Software
PMName	Property Managers Full Name	Christopher Deen
PMEmail	Property Managers Email address	Christopher.deen@shiftsuite.com
PMDayPhone	PM"s daytime phone #	416-489-5972
PMDayPhoneExt	PM's daytime phone extension	28



PMNightPhone	PM's night time phone #	416-555-5555
PMNightPhoneExt	PM's night time phone	28
	extension	
PMMobile	PM's mobile cell #	647-777-7777
PMFax	PM's fax #	905-888-8888
CorpWeb	Corporations Website address	www.shiftsuite.shiftsuite.com
CorpEmail	Corporations Email address	support@shiftsuite.com
	Enters the Total Fee's	
TotalMaintenanceFee	associated to a Unit that are	\$2,195.00
	Maintenance related	
UnitMaintenanceWithoutTaxes	Unit's monthly maintenance	\$435.00
	amount without taxes	V 100100
UnitMaintenanceTaxes	Unit's monthly Tax amount on	\$56.55
	maintenance fee	
UnitMaintenanceFee	Unit's total maintenance fee	\$491.55
	including taxes	·
ParkingFeeWithoutTaxes	Units Parking Fees without	\$45.00
	tax	
ParkingFeeTaxes	Units tax amount on Parking Fees	\$5.85
	Units monthly Parking Fees	
ParkingFee	including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
	Units tax amount on Locker	
LockerFeeTaxes	Fees	\$5.85
	Units monthly Locker Fees	4-0-0-
LockerFee	including Tax	\$50.85
Dontal Dankin wWith aut Tausa	Units Rental Parking Fees	#0F 00
RentalParkingWithoutTaxes	without tax	\$25.00
Pontal Parking Tayon	Units tax amount on Rental	\$3.25
RentalParkingTaxes	Parking Fees	\$3.23
RentalParkingFee	Units monthly Rental Parking	\$28.25
ixentan arkingi ee	Fees including Tax	ψ20.20
RentalLockerWithoutTaxes	Units Rental Locker Fees	\$25.00
TOTAL CONTROL TITLE OF THE PARTY OF THE PART	without tax	\$20.00
RentalLockerTaxes	Units tax amount on Rental	\$3.25
	Locker Fees	7
RentalLockerFee	Units monthly Rental Locker	\$28.25
	Fees including Tax	·
	Unit's monthly Special	*************************************
SpecialAssessmentWithoutTaxes	Assessment fee amount	\$685.25
	without taxes	
SpecialAssessmentTaxes	Unit's monthly Tax amount on	\$89.05
-	Special Assessment fee	



	T	
0	Unit's total Special	M77400
SpecialAssessment	Assessment fee including	\$774.30
	taxes	
	Unit's monthly Revised	
RevisedAssessmentWithoutTaxes	Assessment fee amount	\$150.00
	without taxes	
RevisedAssessmentTaxes	Unit's monthly Tax amount on	\$19.50
ReviseuAssessilleiliTaxes	Revised Assessment fee	\$19.50
	Unit's total Revised	
RevisedAssessmentFee	Assessment fee including	\$169.50
	taxes	
MiscFeeWithoutTax1,	Establish Helican and I	
MiscFeeTaxWithout2,	Enters the Units monthly	N: 5 4 000 75
MiscFeeTaxWithout3,	Misc.Fee amounts Without	MiscFee1 - \$26.75
MiscFeeTaxWithout4,	Taxes. Will enter in a	MiscFee2 - \$36.25
MiscFeeTaxWithout5,	maximum of 6 separate Misc.	MiscFee3 - \$26.78
MiscFeeTaxWithout6	Fees	
MiscFeeTax1, MiscFeeTax2,	Units monthly Tax amount on	
MiscFeeTax3, MiscFeeTax4,	Misc.Fee. Will enter in a	MiscFee1 - \$3.48
MiscFeeTax5,	maximum of 6 separate Misc.	MiscFee2 - \$4.71
MiscFeeTax6	Fees	MiscFee3 - \$3.48
MiscFee1,	Entana tha I laite as anth-la	
MiscFee2,	Enters the Units monthly	N. 5 4 000 00
MiscFee3,	Misc.Fee amounts including	MiscFee1 - \$30.23
MiscFee4,	Taxes. Will enter in a	MiscFee2 - \$40.96
MiscFee5,	maximum of 6 separate Misc.	MiscFee3 - \$30.26
MiscFee6	Fees	
L		1



Second Notice

Merge field Name	Description	Sample
genDate	Date of Creation	7/26/2010
RowIDN		2010010610092800022
subRowIDN		2010010610092800021
Title		Mr.
FirstName	Primary Owner First Name	Anna
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner last name	Smith
Company	Company name of the owner	D-Tech Consulting
AllOwners	Will show first name and last	Darryl Deen, Mark Simurda, Angelina
Allowiers	name of all additional owners	Jolie
AllTenants	Will show first name and last	Darryl Deen, Mark Simurda, Angelina
Allienants	name of all additional owners	Jolie
Address	Primary Owner Address	1 King Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M 1M1
Country	Country	Canada
DayPhone	Day Phone Number	(416)489-5972
DayPhoneExt	Day Phone Number Extension	38
NightPhone	Night Phone Number	(416)489-5972
NightPhoneExt	Night Phone Number	38
NightFhoheExt	Extension	30
Mobile	Cell Phone Number	(416)489-5972
Fax	Fax Phone Number	(416)850-9807
Email	Email Address	support@shiftsuite.com
Web	Web Address	www.shiftsuite.com
BusinessType		I.T. Consulting
Proportion		
TotalBalance	Maintenance fee balance	1096.25
Remark		
	Administration Fee charged	
AdminFee	by the Property Management	50.00
	company	
CorpName	Corporation short name	MTCC123
CorpLegalName	Corporation legal name	Metro Toronto Condominium Corporation 123
SignName	Property Manager Name	Key Demo Manager
SignTitle	Property Manager Title	Property Manager
SignInitial	Property Manager Initials	KDM
Unit	Suite Number	A01
LegalUnit	Legal Unit	1
LegalLevel	Legal level	1



Unit City	U_ADDRESS	Unit Address	426 Queen Street E. Suite A01
U_PO_ZIP	U_CITY	Unit City	Toronto
Telephone	U_PROV_STA	Unit Province/State	Ontario/New York
AccessCard	U_PO_ZIP	Unit Postal Code/Zip Code	M5A 3X9/10108
AccessCard2	Enterphone	Telephone lobby entry number	1234589
TotalBalance	AccessCard1	Access Card Number 1	1234-567-89
Region KEY Company CorpName The corporation legal name The corporation street address Toronto CorpPovince The corporation postal code The Corporation po	AccessCard2	Access Card Number 2	1234-567-90
CorpName	TotalBalance		
CorpName The corporation legal name The corporation legal name The corporation legal name The corporation legal name The corporation street address The corporation city Toronto Toronto CorpProvince The corporation postal code The corporation postal code Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 TenantFirstName Tenant First Name Tenant Middle Initial TenantLastName Tenant Last Name Tenant Last Name Tenant Address Tenant City TenantCity TenantCity TenantPovince TenantPovince TenantPovince TenantPovince TenantPovince TenantPovince TenantDayPhone Tenant Day Phone Number Extension TenantMightPhoneExt Tenant Email Address Tenant Cill Phone Number Extension TenantEmail TenantEmail Tenant Email Address Support Spalification TenantEmail TenantEmail Tenant Email Address Tenant Gultp TenantPovince TenantNightPhoneExt Tenant Cill Phone Number TenantEmail TenantEmail Tenant Email Address Tenant Web Address Www.shiftsuite.com TenantBoap Hone Tenant Email Address Www.shiftsuite.com TenantEndalte TenantEndalte TenantEndalte Tenant Endalte Shiftsuite Shiftsuite Shiftsuite TenantCompany Tenant Endalte Shiftsuite Shift	Region	City	Toronto
The corporation legal name	KEY Company		
CorpCity The corporation city Toronto CorpProvince The corporation province Ontario CorpPostalCode The corporation postal code L1L IM1 CorpFullAddress Format:	CorpName	The corporation legal name	·
CorpCity The corporation city Toronto CorpProvince The corporation province Ontario CorpPostalCode The corporation postal code L1L IM1 CorpFullAddress Format:	CornAddross	The corporation atract address	122 Foko Stroot
CorpProvince The corporation province Ontario CorpPostalCode The corporation postal code L1L 1M1 CorpFullAddress Pre-formatted corporation address Metro Toronto Condominium Corporation 123 CorpFullAddress Format:	<u> </u>	•	
CorpPostalCode The corporation postal code L1L 1M1 Pre-formatted corporation address Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1 CorpFullAddress Toronto, Contario M6K 1P1 TenantFirstName Tenant First Name John TenantMilName Tenant Middle Initial C. TenantLastName Tenant Title Mr, Mrs, Miss. TenantTitle Tenant Title Mr, Mrs, Miss. TenantAddress Tenant Address 1 Young St. TenantCity Tenant City Toronto TenantProvince Tenant Province Ontario TenantPostalCode Tenant Postal Code M6K 1P1 TenantDayPhone Tenant Day Phone Number (416)489-5972 TenantDayPhoneExt Tenant Day Phone Number (416)489-5972 TenantNightPhone Tenant Night Phone Number (416)489-5972 TenantMobile Tenant Cell Phone Number (416)489-5972 TenantFax Tenant Email Address support@shiftsuite.com TenantEmail Tenant Email Address support@shiftsuite.com TenantWeb Tenant Web Address www.shiftsuite.com			
Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 TenantFirstName Tenant First Name Tenant Middle Initial TenantTitle Tenant Title Tenant Address Tenant City Tenant Country Tenant Province Tenant Province Tenant Postal Code Tenant Day Phone Number Extension Tenant Night Phone Number Extension Tenant Might Evant Namber Tenant Night Phone Number Extension Tenant Might Evant Namber Tenant Raddress Tenant Address Tenant Address Tenant Country Tenant Country Tenant Country Tenant Country Tenant Day Phone Number Extension TenantNight Phone Tenant Night Phone Number Extension Tenant Cell Phone Number Tenant Tex Number Tenant Tex Number Tenant Email Address Tenant Web Tenant Wat Address Tenant Start Date Tenant Start Date Tenant Shiftsuite Tenant Company Shiftsuite Tenant Company Shiftsuite			
CorpFullAddress Format: Corporation Full Name Address Line 1 Address Line 2 TenantFirstName TenantMilName Tenant Middle Initial TenantTitle Tenant Title Tenant Title Tenant City Tenant City Tenant Country Tenant Postal Code Tenant Postal Code TenantPostalCode Tenant Day Phone Number Extension TenantNightPhoneExt Tenant Night Phone Number Extension TenantMight Funant Citl Phone Number TenantMight Phone Tenant Night Phone Number TenantMight Phone Tenant Raw Number Tenant Citl Phone Number Extension TenantNight Phone Surp Tenant Night Phone Number TenantNight Phone Surp TenantFax Tenant Citl Phone Number Tenant Night Phone Number TenantNight Phose Tenant Night Phone Number Tenant Raw Number Tenant Fax Number Tenant Fax Number Tenant Fax Number Tenant Web Address Tenant Start Date Tenant Start Date Tenant End Date Tenant End Company Tenant End Company Tenant End Company Shiftsuite	Corprostateode	· · · · · · · · · · · · · · · · · · ·	LIL IIVII
TenantFirstNameTenant First NameJohnTenantMINameTenant Middle InitialC.TenantLastNameTenant Last NameDoeTenantTitleTenant TitleMr, Mrs, Miss.TenantAddressTenant Address1 Young St.TenantCityTenant CityTorontoTenantProvinceTenant ProvinceOntarioTenantPowinceTenant CountryCanadaTenantPostalCodeTenant Postal CodeM6K 1P1TenantDayPhoneTenant Day Phone Number(416)489-5972TenantDayPhoneExtTenant Day Phone Number(416)489-5972TenantNightPhoneTenant Night Phone Number(416)489-5972TenantNightPhoneExtTenant Cell Phone Number(416)489-5972TenantBobileTenant Cell Phone Number(416)489-5972TenantEmaiTenant Fax Number(416)850-9807TenantEmailTenant Email Addresssupport@shiftsuite.comTenantEmailTenant Email Addresswww.shiftsuite.comTenantWebTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyShiftsuite	CorpFullAddress	address Format: Corporation Full Name Address Line 1	123 1 Yonge Street Toronto, Ontario
TenantMIName Tenant Middle Initial TenantLastName Tenant Last Name Doe TenantTitle Tenant Title Tenant Address Tenant Address Tenant Address Tenant City Tenant City TenantProvince TenantProvince Tenant Province Tenant Country Tenant Country Tenant Day Phone Number Extension TenantNightPhone Tenant Night Phone Number Extension TenantMightPhoneExt Tenant Cell Phone Number Tenant Fax Tenant Email Address Tenant Web Address Tenant Start Date Tenant Shiftsuite	TenantFirstName		John
TenantLastNameTenant Last NameDoeTenantTitleTenant TitleMr, Mrs, Miss.TenantAddressTenant Address1 Young St.TenantCityTenant CityTorontoTenantProvinceTenant ProvinceOntarioTenantCountryTenant CountryCanadaTenantPostalCodeTenant Postal CodeM6K 1P1TenantDayPhoneTenant Day Phone Number(416)489-5972TenantDayPhoneExtTenant Day Phone Number Extension38TenantNightPhoneTenant Night Phone Number Extension38TenantNightPhoneExtTenant Night Phone Number Extension(416)489-5972TenantMobileTenant Cell Phone Number(416)489-5972TenantFaxTenant Fax Number(416)850-9807TenantEmailTenant Email Addresssupport@shiftsuite.comTenantWebTenant Email Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyShiftsuite			
TenantTitleTenant TitleMr, Mrs, Miss.TenantAddressTenant Address1 Young St.TenantCityTenant CityTorontoTenantProvinceTenant ProvinceOntarioTenantCountryTenant CountryCanadaTenantPostalCodeTenant Postal CodeM6K 1P1TenantDayPhoneTenant Day Phone Number(416)489-5972TenantDayPhoneExtTenant Day Phone Number Extension38TenantNightPhoneTenant Night Phone Number(416)489-5972TenantNightPhoneExtTenant Night Phone Number38TenantMobileTenant Cell Phone Number(416)489-5972TenantFaxTenant Extension(416)850-9807TenantEmailTenant Email Addresssupport@shiftsuite.comTenantWebTenant Web Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyShiftsuite			
TenantAddressTenant Address1 Young St.TenantCityTenant CityTorontoTenantProvinceTenant ProvinceOntarioTenantCountryTenant CountryCanadaTenantPostalCodeTenant Postal CodeM6K 1P1TenantDayPhoneTenant Day Phone Number(416)489-5972TenantDayPhoneExtTenant Day Phone Number Extension38TenantNightPhoneTenant Night Phone Number Extension(416)489-5972TenantNightPhoneExtTenant Night Phone Number Extension38TenantMobileTenant Cell Phone Number Extension(416)489-5972TenantFaxTenant Cell Phone Number Extension(416)850-9807TenantEmailTenant Email Addresssupport@shiftsuite.comTenantWebTenant Web Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyShiftsuite			
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TenantProvinceTenant ProvinceOntarioTenantCountryTenant CountryCanadaTenantPostalCodeTenant Postal CodeM6K 1P1TenantDayPhoneTenant Day Phone Number(416)489-5972TenantDayPhoneExtTenant Day Phone Number Extension38TenantNightPhoneTenant Night Phone Number(416)489-5972TenantNightPhoneExtTenant Night Phone Number Extension38TenantMobileTenant Cell Phone Number(416)489-5972TenantFaxTenant Fax Number(416)850-9807TenantEmailTenant Email Addresssupport@shiftsuite.comTenantWebTenant Web Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyTenant CompanyShiftsuite	TenantCity	Tenant City	5
TenantCountryTenant CountryCanadaTenantPostalCodeTenant Postal CodeM6K 1P1TenantDayPhoneTenant Day Phone Number(416)489-5972TenantDayPhoneExtTenant Day Phone Number Extension38TenantNightPhoneTenant Night Phone Number(416)489-5972TenantNightPhoneExtTenant Night Phone Number Extension38TenantMobileTenant Cell Phone Number(416)489-5972TenantFaxTenant Fax Number(416)850-9807TenantEmailTenant Email Addresssupport@shiftsuite.comTenantWebTenant Web Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyTenant CompanyShiftsuite			
TenantPostalCodeTenant Postal CodeM6K 1P1TenantDayPhoneTenant Day Phone Number Extension(416)489-5972TenantNightPhoneTenant Night Phone Number Extension(416)489-5972TenantNightPhoneExtTenant Night Phone Number Extension(416)489-5972TenantMobileTenant Cell Phone Number Extension(416)489-5972TenantFaxTenant Fax Number Tenant Email(416)850-9807TenantEmailTenant Email Addresssupport@shiftsuite.comTenantWebTenant Web Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyTenant CompanyShiftsuite	TenantCountry	Tenant Country	Canada
TenantDayPhoneExtTenant Day Phone Number Extension38TenantNightPhoneTenant Night Phone Number Extension(416)489-5972TenantMobileTenant Cell Phone Number Extension38TenantFaxTenant Fax Number(416)489-5972TenantEmailTenant Fax Number(416)850-9807TenantEmailTenant Email Addresssupport@shiftsuite.comTenantWebTenant Web Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyTenant CompanyShiftsuite		•	
TenantDayPhoneExtTenant Day Phone Number Extension38TenantNightPhoneTenant Night Phone Number Extension(416)489-5972TenantMobileTenant Cell Phone Number Extension38TenantFaxTenant Fax Number(416)489-5972TenantEmailTenant Fax Number(416)850-9807TenantEmailTenant Email Addresssupport@shiftsuite.comTenantWebTenant Web Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyTenant CompanyShiftsuite	TenantDayPhone	Tenant Day Phone Number	(416)489-5972
TenantNightPhoneExtTenant Night Phone Number Extension38TenantMobileTenant Cell Phone Number(416)489-5972TenantFaxTenant Fax Number(416)850-9807TenantEmailTenant Email Addresssupport@shiftsuite.comTenantWebTenant Web Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyTenant CompanyShiftsuite		Tenant Day Phone Number	
TenantMobile Tenant Cell Phone Number (416)489-5972 TenantFax Tenant Fax Number (416)850-9807 TenantEmail Tenant Email Address support@shiftsuite.com TenantWeb Tenant Web Address www.shiftsuite.com TenantStartDate Tenant Start Date 3/24/2013 TenantEndDate Tenant End Date 3/24/2014 TenantCompany Shiftsuite	TenantNightPhone	Tenant Night Phone Number	(416)489-5972
TenantFaxTenant Fax Number(416)850-9807TenantEmailTenant Email Addresssupport@shiftsuite.comTenantWebTenant Web Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyTenant CompanyShiftsuite	TenantNightPhoneExt	_	38
TenantEmailTenant Email Addresssupport@shiftsuite.comTenantWebTenant Web Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyTenant CompanyShiftsuite	TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantWebTenant Web Addresswww.shiftsuite.comTenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyTenant CompanyShiftsuite	TenantFax	Tenant Fax Number	(416)850-9807
TenantStartDateTenant Start Date3/24/2013TenantEndDateTenant End Date3/24/2014TenantCompanyTenant CompanyShiftsuite	TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantEndDateTenant End Date3/24/2014TenantCompanyTenant CompanyShiftsuite	TenantWeb	Tenant Web Address	www.shiftsuite.com
TenantCompany Tenant Company Shiftsuite	TenantStartDate	Tenant Start Date	3/24/2013
	TenantEndDate	Tenant End Date	3/24/2014
TenantBusinessType Tenant Business type I.T.	TenantCompany	Tenant Company	Shiftsuite
••	TenantBusinessType	Tenant Business type	I.T.



AdminFee	Admin Fee	
	Enters the Total Fee's	
TotalMaintenanceFee	associated to a Unit that are	\$2,195.00
	Maintenance related	. ,
	Unit's monthly maintenance	
UnitMaintenanceWithoutTaxes	amount without taxes	\$435.00
	Unit's monthly Tax amount on	
UnitMaintenanceTaxes	maintenance fee	\$56.55
	Unit's total maintenance fee	
UnitMaintenanceFee	including taxes	\$491.55
ParkingFeeWithoutTaxes	Units Parking Fees without tax	\$45.00
	Units tax amount on Parking	
ParkingFeeTaxes	Fees	\$5.85
	Units monthly Parking Fees	
ParkingFee	including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
LeekerFeeTeves	Units tax amount on Locker	¢E QE
LockerFeeTaxes	Fees	\$5.85
L colcovCoo	Units monthly Locker Fees	ФБО 0Б
LockerFee	including Tax	\$50.85
RentalParkingWithoutTaxes	Units Rental Parking Fees	\$25.00
RentalParkingwithout raxes	without tax	\$25.00
RentalParkingTaxes	Units tax amount on Rental	\$3.25
Nemair arking raxes	Parking Fees	ψ3.23
RentalParkingFee	Units monthly Rental Parking	\$28.25
Kentan arkingi ee	Fees including Tax	Ψ20.20
RentalLockerWithoutTaxes	Units Rental Locker Fees	\$25.00
Trontal 200101 William Taxoo	without tax	\$20.00
RentalLockerTaxes	Units tax amount on Rental	\$3.25
	Locker Fees	+
RentalLockerFee	Units monthly Rental Locker	\$28.25
	Fees including Tax	
	Unit's monthly Special	0005.05
SpecialAssessmentWithoutTaxes	Assessment fee amount	\$685.25
	without taxes	
SpecialAssessmentTaxes	Unit's monthly Tax amount on	\$89.05
-	Special Assessment fee	
Charles Against Agains	Unit's total Special	Ф774 20
SpecialAssessment	Assessment fee including	\$774.30
	taxes	
Davised Assessment With aut Tarra	Unit's monthly Revised	\$450.00
RevisedAssessmentWithoutTaxes	Assessment fee amount	\$150.00
	without taxes	
RevisedAssessmentTaxes	Unit's monthly Tax amount on	\$19.50
	Revised Assessment fee	



RevisedAssessmentFee	Unit's total Revised Assessment fee including taxes	\$169.50
MiscFeeWithoutTax1, MiscFeeTaxWithout2, MiscFeeTaxWithout3, MiscFeeTaxWithout4, MiscFeeTaxWithout5, MiscFeeTaxWithout6	Enters the Units monthly Misc.Fee amounts Without Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$26.75 MiscFee2 - \$36.25 MiscFee3 - \$26.78
MiscFeeTax1, MiscFeeTax2, MiscFeeTax3, MiscFeeTax4, MiscFeeTax5, MiscFeeTax6	Units monthly Tax amount on Misc.Fee. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$3.48 MiscFee2 - \$4.71 MiscFee3 - \$3.48
MiscFee1, MiscFee2, MiscFee3, MiscFee4, MiscFee5, MiscFee6	Enters the Units monthly Misc.Fee amounts including Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$30.23 MiscFee2 - \$40.96 MiscFee3 - \$30.26



Collection Notice

genDate Date of Creation 7/23/2010 Title Ms. FirstName Primary Owner First Name Darryl	
FirstName Primary Owner First Name Darryl	
MiddleName Primary Owner Middle Name D	
LastNamePrimary Owner Last NameDeen	
Company Name of the owner D-Tech Consulting	
AllOwners Will show first name and last Darryl Deen, Mark Simurda, Angelina	
name of all additional owners Jolie	
AllTenants Will show first name and last Darryl Deen, Mark Simurda, Angelina	
name of all additional tenants Jolie	
DayPhoneDay Phone Number(416)489-5972	
DayPhoneExtDay Phone Number Extension38	
NightPhoneNight Phone Number(416)489-5972	
NightPhoneExt Night Phone Number Extension 38	
Mobile Cell Phone Number (416)489-5972	
Fax Fax Number (416)850-9807	
Email Email Address support@shiftsuite.com	
Web Web Address www.shiftsuite.com	
BusinessType Type of business Condo Software provider	
Proportion	
Enterphone	
AccessCard1 Access Card Number 1 1234-567-89	
AccessCard2 Access Card Number 2 1234-567-90	
Address Primary Owner Address 28 Street	
City Primary Owner City Toronto	
Province Primary Owner Province ON	
PostalCode Primary Owner Postal Code M1M 1M1	
TotalBalanceBalance Owing1180.00	
Remark	
CorpName Corporation Name DCC1	
CorpLegalName Full corporation Name Condominium Corporation No. 1	
SignName Name of writer Key Demo Manager	
SignTitle Title of writer Property Manager	
SignInitial Initials of writer KDM	
Unit Suite Number 406	
LegalUnitLegal Unit Number6	
LegalLevelUnit Legal Level4	
U_CITY Unit City Toronto	
U_PROV_STA Unit Province/State Ontario/New York	
U_PO_ZIPUnit Postal Code/Zip CodeM5A 3X9/10108	
U_ADDRESSUnit Address426 Queen Street E. Suite 406	
RegionCityToronto	



CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
Country		
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
TenantFirstName	Tenant First Name	John
TenantMIName	Tenant Middle Initial	C.
TenantLastName	Tenant Last Name	Doe
TenantTitle	Tenant Title	Mr, Mrs, Miss.
TenantAddress	Tenant Address	1 Young St.
TenantCity	Tenant City	Toronto
TenantProvince	Tenant Province	Ontario
TenantCountry	Tenant Country	Canada
TenantPostalCode	Tenant Postal Code	M6K 1P1
TenantDayPHone	Tenant Day Phone Number	(416)489-5972
TenantDayPHoneExt	Tenant Day Phone Number Extension	38
TenantNightPHone	Tenant Night Phone Number	(416)489-5972
TenantNightPHoneExt	Tenant Night Phone Number Extension	38
TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantFax	Tenant Fax Number	(416)850-9807
TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantWeb	Tenant Web Address	www.shiftsuite.com
TenantStartDate	Tenant Start Date	3/24/2013
TenantEndDate	Tenant End Date	3/24/2014
TenantCompany	Tenant Company	Shiftsuite
TotalMaintenanceFee	Enters the Total Fee's associated to a Unit that are Maintenance related	\$2,195.00
UnitMaintenanceWithoutTaxes	Unit's monthly maintenance amount without taxes	\$435.00
UnitMaintenanceTaxes	Unit's monthly Tax amount on maintenance fee	\$56.55
UnitMaintenanceFee	Unit's total maintenance fee including taxes	\$491.55



ParkingFeeWithoutTaxes	Units Parking Fees without tax	\$45.00
ParkingFeeTaxes	Units tax amount on Parking Fees	\$5.85
ParkingFee	Units monthly Parking Fees including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
LockerFeeTaxes	Units tax amount on Locker Fees	\$5.85
LockerFee	Units monthly Locker Fees including Tax	\$50.85
RentalParkingWithoutTaxes	Units Rental Parking Fees without tax	\$25.00
RentalParkingTaxes	Units tax amount on Rental Parking Fees	\$3.25
RentalParkingFee	Units monthly Rental Parking Fees including Tax	\$28.25
RentalLockerWithoutTaxes	Units Rental Locker Fees without tax	\$25.00
RentalLockerTaxes	Units tax amount on Rental Locker Fees	\$3.25
RentalLockerFee	Units monthly Rental Locker Fees including Tax	\$28.25
SpecialAssessmentWithoutTaxes	Unit's monthly Special Assessment fee amount without taxes	\$685.25
SpecialAssessmentTaxes	Unit's monthly Tax amount on Special Assessment fee	\$89.05
SpecialAssessment	Unit's total Special Assessment fee including taxes	\$774.30
RevisedAssessmentWithoutTaxes	Unit's monthly Revised Assessment fee amount without taxes	\$150.00
RevisedAssessmentTaxes	Unit's monthly Tax amount on Revised Assessment fee	\$19.50
RevisedAssessmentFee	Unit's total Revised Assessment fee including taxes	\$169.50
MiscFeeWithoutTax1, MiscFeeTaxWithout2, MiscFeeTaxWithout3, MiscFeeTaxWithout4, MiscFeeTaxWithout5, MiscFeeTaxWithout6	Enters the Units monthly Misc.Fee amounts Without Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$26.75 MiscFee2 - \$36.25 MiscFee3 - \$26.78
MiscFeeTax1, MiscFeeTax2, MiscFeeTax3, MiscFeeTax4, MiscFeeTax5, MiscFeeTax6	Units monthly Tax amount on Misc.Fee. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$3.48 MiscFee2 - \$4.71 MiscFee3 - \$3.48



MiscFee1, MiscFee2, MiscFee3, MiscFee4, MiscFee5, MiscFee6	Enters the Units monthly Misc.Fee amounts including Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$30.23 MiscFee2 - \$40.96 MiscFee3 - \$30.26
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Lien (Form 14)

genDate dueDate Title FirstName MiddleName LastName Company Address	Primary Owner First Name Primary Owner Middle Name Primary Owner last name Company name of the owner Primary Owner Address Primary Owner City	7/26/2010 7/31/2010 Mr. Darryl D Deen D-Tech Consulting 2 Street
Title FirstName MiddleName LastName Company	Primary Owner Middle Name Primary Owner last name Company name of the owner Primary Owner Address Primary Owner City	Mr. Darryl D Deen D-Tech Consulting
FirstName MiddleName LastName Company	Primary Owner Middle Name Primary Owner last name Company name of the owner Primary Owner Address Primary Owner City	Darryl D Deen D-Tech Consulting
MiddleName LastName Company	Primary Owner Middle Name Primary Owner last name Company name of the owner Primary Owner Address Primary Owner City	D Deen D-Tech Consulting
LastName Company	Primary Owner last name Company name of the owner Primary Owner Address Primary Owner City	Deen D-Tech Consulting
Company	Company name of the owner Primary Owner Address Primary Owner City	D-Tech Consulting
	Primary Owner Address Primary Owner City	
Address	Primary Owner City	2 Street
City		Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M 1M1
MaintBalance	Maintenance fee balance	1927.00
Remark		
CorpName	Corporation short name	DCC1
CorpLegalName	Corporation legal name	Condominium Corporation No. 1
Unit	Suite Number	A02
LegalUnit	Legal Unit	2
LegalLevel	Legal Level	A
U_ADDRESS	Unit Address	426 Queen Street E. Suite A02
Region	City	Toronto
LienAmount	Amount of Lien	2027.00
LienCost	Lien Cost	100.00
TotalLienAmount	Amount of Lien + Lien Cost	2127.00
	Administration Fee charged by	
AdminFee	the Property Management	50.00
	company	
SignName	Property Manager Name	Key Demo Manager
SignTitle	Property Manager Title	Property Manager
SignInitial	Property Manager Initials	KDM
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1



	Enters the Total Fee's	
TotalMaintenanceFee	associated to a Unit that are	\$2,195.00
	Maintenance related	+ =,
	Unit's monthly maintenance	
UnitMaintenanceWithoutTaxes	amount without taxes	\$435.00
	Unit's monthly Tax amount on	
UnitMaintenanceTaxes	maintenance fee	\$56.55
	Unit's total maintenance fee	
UnitMaintenanceFee	including taxes	\$491.55
ParkingFeeWithoutTaxes	Units Parking Fees without tax	\$45.00
	Units tax amount on Parking	0-0-
ParkingFeeTaxes	Fees	\$5.85
	Units monthly Parking Fees	
ParkingFee	including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
	Units tax amount on Locker	
LockerFeeTaxes	Fees	\$5.85
	Units monthly Locker Fees	450.05
LockerFee	including Tax	\$50.85
RentalParkingWithoutTaxes	Units Rental Parking Fees	
	without tax	\$25.00
RentalParkingTaxes	Units tax amount on Rental	00.05
	Parking Fees	\$3.25
D (D)	Units monthly Rental Parking	000.05
RentalParkingFee	Fees including Tax	\$28.25
Destall and asWith autTerra	Units Rental Locker Fees	#05.00
RentalLockerWithoutTaxes	without tax	\$25.00
Dontoll colverToyee	Units tax amount on Rental	#2.25
RentalLockerTaxes	Locker Fees	\$3.25
Dentell calcares	Units monthly Rental Locker	#20.25
RentalLockerFee	Fees including Tax	\$28.25
	Unit's monthly Special	
SpecialAssessmentWithoutTaxes	Assessment fee amount without	\$685.25
	taxes	
SpecialAssessmentTayes	Unit's monthly Tax amount on	\$89.05
SpecialAssessmentTaxes	Special Assessment fee	ψ03.00
SpecialAssessment	Unit's total Special Assessment	\$774.30
Opeciainosessillelli	fee including taxes	Ψ114.50
	Unit's monthly Revised	
RevisedAssessmentWithoutTaxes	Assessment fee amount without	\$150.00
	taxes	
RevisedAssessmentTaxes	Unit's monthly Tax amount on	\$19.50
TO VISCUMSSESSINGILLI ANDS	Revised Assessment fee	ψ10.00
RevisedAssessmentFee	Unit's total Revised Assessment	\$169.50
	fee including taxes	4.30.00



MiscFeeWithoutTax1, MiscFeeTaxWithout2, MiscFeeTaxWithout3, MiscFeeTaxWithout4, MiscFeeTaxWithout5, MiscFeeTaxWithout6	Enters the Units monthly Misc.Fee amounts Without Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$26.75 MiscFee2 - \$36.25 MiscFee3 - \$26.78
MiscFeeTax1, MiscFeeTax2, MiscFeeTax3, MiscFeeTax4, MiscFeeTax5, MiscFeeTax6	Units monthly Tax amount on Misc.Fee. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$3.48 MiscFee2 - \$4.71 MiscFee3 - \$3.48
MiscFee1, MiscFee2, MiscFee3, MiscFee4, MiscFee5, MiscFee6	Enters the Units monthly Misc.Fee amounts including Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$30.23 MiscFee2 - \$40.96 MiscFee3 - \$30.26



Cheques

Merge Field Name	Description	Example
ChequeDate	The date the cheque was printed. Format (will probably need to put into a table): MMddyyyy MMDDYYY	06152010
UnformattedChequeDa te	The date the cheque was printed. Format will be spaced as required depending on your cheque requirements	06 15 2013 OR 06-15-2013 and other variations
VoucherDate	The date the cheque was printed. Format: m/dd/yyyy	06/15/2010
AmountValue	The dollar amount (numeric with comma separators).	5550.00
ToName	First and last name of payee. For Bills, use the "Print on Cheque as" field. If that's blank, then use "Vendor Name".	Easy Electricians
NameAndAddress	The name and address of the payee (with line breaks). For Bills, use the "Print on Cheque as" field. If that's blank, then use "Vendor Name". Format: [First Name] [Last Name] or for Bills use [Print on Cheque As OR Vendor Name] [Address Line 1] [Address Line 2] [City], [Province/State], [Postal/Zip Code]	Easy Electricians 366 Adelaide Street East, Suite 345 Toronto, ON M5A 3X9
AccountName	The Bank Account being credited.	Operating Bank
MemoText	The memo from the Bill truncated to 50 characters max. If there are multiple Bills for this cheque, then leave blank.	
ChequeDetails	The details of the cheque (Date, Reference, Type, Original Amt, Balance Due, Payment). Will need to be in a table with width set to 100%.	
LegalName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario



CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	For cheques that don't have the corporation address pre-printed. Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
ChequeNo	For cheques that don't have the cheque number pre-printed.	72
BankName	The name of the bank that the account belongs to	Canadian Imperial Bank Of Commerce
BankAddress	The street address of the bank	123 Fake Street
BankCity	The city of the bank	Toronto
BankProvince	The province of the bank	Ontario
BankCountry	The country of the bank	Canada
BankPostalCode	The postal code of the bank	M1M 1M1
BankFullAddress	The full format mailing address of the bank of the account.	Canadian Imperial Bank of Commerce 123 Fake Street Toronto, Ontario M1M 1M1
CompanyName	The name of the property management company using KEY. Defined in the Company Details form	D-Tech Consulting Property Management
CompanyAddress	The address of the property management company using KEY. Defined in the Company Details form	357 Somewhere Drive.
CompanyCity	The city of the property management company using KEY. Defined in the Company Details form	Toronto
CompanyProvince	The province of the property management company using KEY. Defined in the Company Details form	Ontario
CompanyCountry	The country of the property management company using KEY. Defined in the Company Details form	Canada
CompanyPostalCode	The postal code of the property management company using KEY. Defined in the Company Details form	L1L 1L1
MICR3	For cheques that don't have the all bank info pre-printed in MICR format.	C000456C A44444D444 12341234C



Special Assessments

Merge field Name	Description	Sample
genDate	Date of Creation	7/23/2011
Unit		101
Title		Ms.
FirstName	Primary Owner First Name	Anne
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last Name	Simpson
Address	Primary Owner Address	28 Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M1M1
TotalBalance		1180.00
Remark		
Total Special Assessment	Total amount of the special	\$30,000.00
TotalSpecialAssessment	assessment this owner has to pay	\$30,000.00
	Monthly amount of the special	
MaintenanceFee	assessment the owner will have	\$300.00
	to pay	
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
	Pre-formatted corporation	
	address	
	Format:	Metro Toronto Condominium Corporation 123
CorpEullAddroop	Corporation Full Name	1 Yonge Street
CorpFullAddress	Address Line 1	Toronto, Ontario
	Address Line 2	M6K 1P1
	City, Province	
	Postal Code	
	Enters the Total Fee's associated	
TotalMaintenanceFee	to a Unit that are Maintenance	\$2,195.00
	related	
ParkingFee	Enters the Units total monthly	\$45.00
	Parking Fees	V 10100
LockerFee	Enters the Units total monthly	\$45.00
	Locker Fees	V 10.00
RentalParkingFee	Enters the Units total monthly	\$25.00
	Rental Parking Fees	,
RentalLockerFee	Enters the Units total monthly	\$25.00
	Rental Locker Fees	,
SpecialAssessmentFee Enters the Units monthly Special \$685.25	\$685.25	
•	Assessment Fee	, -



RevisedAssessmentFee	Enters the Units monthly Revised Assessment Fee	\$175.67
MiscFee1, MiscFee2, MiscFee3, MiscFee3, MiscFee4, MiscFee5	Enters the Units monthly Misc.Fee amounts. Will enter in a maximum of 5 separate Misc. Fees	MiscFee1 - \$26.75 MiscFee2 - \$36.25 MiscFee3 - \$26.78



Director Labels

Merge field Name	Description	Sample
Unit	Suite Number	104
Title		Ms.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner last name	Deen
Address1	Primary Owner Address	6 Street
Position	Director/Council member's position	President, Treasurer, Council Member
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M 1M1
Address2	Unit Address (includes Re :)	RE: 426 Queen Street E. Suit
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1



Unit Labels

Merge field Name	Description	Sample
Unit	Suite Number	A02
Title		Mr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner last name	Deen
Company	Company name of the owner	D-Tech Consulting
AllOwners	first name and last name of all additional owners	Darryl Deen, Mark Simurda, Angelina Jolie
AllTenants	first name and last name of all additional Tenants	
Address1	Owner or Tenant Address	2 Street
Address2	Owner or Tenant Unit Address (includes Re	RE: 426 Queen Street E. Suite A02
City	Owner or Tenant City	Toronto
Province	Owner or Tenant Province	ON
PostalCode	Owner or Tenant Postal Code	M1M 1M1
Country	Owner or Tenant Country	Canada
DayPhone	Day Phone Number	(416)489-5972
DayPhoneExt	Day Phone Number Extension	38
NightPhone	Night Phone Number	(416)489-5972
NightPhoneExt	Night Phone Number Extension	38
Mobile	Cell Phone Number	(416)489-5972
Fax	Fax Number	(416)850-9807
Email	Email Address	support@shiftsuite.com
Web	Web Address	www.shiftsuite.com
BusinessType	Type of business	I.T. Consulting
LegalUnit	Unit Legal Unit	2
LegalLevel	Unit Legal Level	2
Enterphone		
AccessCard1	Access Card Number 1	1234-567-89
AccessCard2	Access Card Number 2	1234-567-90
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
	Pre-formatted corporation address Format: Corporation Full Name	Metro Toronto Condominium Corporation 123
CorpFullAddress	Address Line 1 Address Line 2 City, Province Postal Code	1 Yonge Street Toronto, Ontario M6K 1P1



Mortgagee Labels

Merge field Name	Description	Sample
Title		Mr.
FirstName	Mortgagee First Name	Darryl
MiddleName	Mortgagee Middle Name	D
LastName	Mortgagee last name	Deen
Address1	Mortgagee Address	2 Street
City	Mortgagee City	Toronto
Province	Mortgagee Province	ON
PostalCode	Mortgagee Postal Code	M1M 1M1
Address2	Unit Address (includes Re :)	RE: 426 Queen Street E. Suite A02
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1



Budget

Merge field Name	Description	Sample
genDate	Date of Creation	7/23/2011
Unit		A01
Title		Ms.
FirstName	Primary Owner First Name	Anne
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last Name	Simpson
Company	Company name of the owner	D-Tech Consulting
AllOwners	Will show first name and last	Darryl Deen, Mark Simurda, Angelina Jolie
Allowilers	name of all additional owners	Darryi Deeri, Mark Siiridida, Arigeliila Jolle
AllTenants	Will show first name and last	Darryl Deen, Mark Simurda, Angelina Jolie
	name of all additional Tenants	,
Address	Primary Owner Address	28 Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M1M1
CorpLegalName	Corporation legal name	Metro Toronto Condominium Corporation
	,	123
SignName	Property Manager Name	Key Demo Manager
SignTitle	Property Manager Title	Property Manager
SignInitial	Property Manager Initials	SignInitial
DayPhone	Owner Phone	(416) 489-5972
DayPhoneExt	Owner phone extension	38
NightPhone	Owner Night Phone	(416) 489-5972
NightPhoneExt	Owner Night Phone Ex	38
U_CITY	Unit City	Toronto
U_PROV_STA	Unit Province/State	Ontario
U_PO_ZIP	Unit Postal Code/Zip Code	M5A 1T4/90210
KEYCompany	The Name of the Property	D-Tech Property Management
Country	Management Company County	Canada/United States
Mobile	Cell Phone Number	(416) 489-5972
Fax	Fax Number	(416) 489-5972
Email	Email Address	support@shiftsuite.com
Web	Web Address	www.shiftsuite.com
BusinessType	Woo Addiess	www.orintouito.com
LegalUnit	Unit Legal Unit	1A
LegalLevel	Unit Legal Level	1
Proportion	Unit Proportion	0.0141567
TenantTitle	Tenant Title	Mr./MRS./Ms.
TenantAddress	Tenant Address	426 Queen Street E. Suite A01
TenantCity	Tenant City	Toronto
TenantProvince	Tenant Province	Ontario
TenantCountry	Tenant Country	Canada
1 Gilalitoutiti y	I GHAIR COUNTRY	Cariava



TenantPostalCode	Tenant Postal Code	M5A 3X9
TenantDayPhone	Tenant Day Phone Number	(416)489-5972
	Tenant Day Phone Number	
TenantDayPhoneExt	Extension	38
TenantNightPhone	Tenant Night Phone Number	(416)489-5972
TenantNightPhoneExt	Tenant Night Phone Number Extension	38
TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantFax	Tenant Fax Number	(416)489-5972
TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantWeb	Tenant Web Address	www.shiftsuite.com
TenantStartDate	Tenant Start Date	3/13/2013
TenantEndDate	Tenant End Date	3/13/2014
TenantCompany	Tenant Company	
TenantBusinessType	Tenant Business Type	
Enterphone	Lobby Access Phone Number	1234-567-89
AccessCard1	Access Card Number 1	1234-567-90
AccessCard2	Access Card Number 2	
Remark	Always blank	
BudgetPeriod	Not implemented	N/A
PDCPeriod	Not implemented	N/A
U_ADDRESS	Unit Address	426 Queen Street E. Suite A01
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
TotalMaintenanceFee	Enters the Total Fee's associated to a Unit that are Maintenance related	\$2,195.00
UnitMaintenanceWithoutTaxes	Unit's monthly maintenance amount without taxes	\$435.00
UnitMaintenanceTaxes	Unit's monthly Tax amount on maintenance fee	\$56.55
UnitMaintenanceFee	Unit's total maintenance fee including taxes	\$491.55
ParkingFeeWithoutTaxes	Units Parking Fees without tax	\$45.00



ParkingFeeTaxes	Units tax amount on Parking Fees	\$5.85
ParkingFee	Units monthly Parking Fees including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
LockerFeeTaxes	Units tax amount on Locker Fees	\$5.85
LockerFee	Units monthly Locker Fees including Tax	\$50.85
RentalParkingWithoutTaxes	Units Rental Parking Fees without tax	\$25.00
RentalParkingTaxes	Units tax amount on Rental Parking Fees	\$3.25
RentalParkingFee	Units monthly Rental Parking Fees including Tax	\$28.25
RentalLockerWithoutTaxes	Units Rental Locker Fees without tax	\$25.00
RentalLockerTaxes	Units tax amount on Rental Locker Fees	\$3.25
RentalLockerFee	Units monthly Rental Locker Fees including Tax	\$28.25
SpecialAssessmentWithoutTaxes	Unit's monthly Special Assessment fee amount without taxes	\$685.25
SpecialAssessmentTaxes	Unit's monthly Tax amount on Special Assessment fee	\$89.05
SpecialAssessment	Unit's total Special Assessment fee including taxes	\$774.30
RevisedAssessmentWithoutTaxes	Unit's monthly Revised Assessment fee amount without taxes	\$150.00
RevisedAssessmentTaxes	Unit's monthly Tax amount on Revised Assessment fee	\$19.50
RevisedAssessmentFee	Unit's total Revised Assessment fee including taxes	\$169.50
MiscFeeWithoutTax1,	Enters the Units monthly	
MiscFeeTaxWithout2,	Misc.Fee amounts Without	MiscFee1 - \$26.75
MiscFeeTaxWithout3,	Taxes. Will enter in a	MiscFee2 - \$36.25
MiscFeeTaxWithout4,	maximum of 6 separate Misc.	MiscFee3 - \$26.78
MiscFeeTaxWithout5,	Fees	
MiscFeeTaxWithout6 MiscFeeTax1, MiscFeeTax2,		MiscFee1 - \$3.48
MiscFeeTax1, MiscFeeTax2, MiscFeeTax3, MiscFeeTax4,	Units monthly Tax amount on	MiscFee1 - \$3.48 MiscFee2 - \$4.71
MiscFeeTax5, MiscFeeTax4,	Misc.Fee. Will enter in a	MiscFee2 - \$4.71 MiscFee3 - \$3.48
misci ccians,		1VII301 550 - 40.70



MiscFeeTax6	maximum of 6 separate Misc. Fees	
MiscFee1, MiscFee2, MiscFee3, MiscFee4, MiscFee5, MiscFee6	Enters the Units monthly Misc.Fee amounts including Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$30.23 MiscFee2 - \$40.96 MiscFee3 - \$30.26
UnitMgmtFirstName	Enters the first name within the record	Christopher
UnitMgmtLastName	Enters the last name within the record	Deen
UnitMgmtCompanyName	Enters the company name within the record	Shiftsuite
UnitMgmtEmail	Enters the email address within the record	support@shiftsuite.com
UnitMgmtFullAddress	Displays the street, city, province, postal code, and country	Metro Toronto Condominium Corporation 123 1 Yonge Street Unit 25 Toronto, Ontario M6K 1P1



Utility Chargebacks

Merge field Name	Description	Sample
Rate	The rate of the utility	3
ReadingDate	The date of the reading	1/1/2013
PreviousReadingDate	The date of the previous reading	1/1/2013
PreviousReading	The previous reading	5
PostingDate	The transaction date	1/1/2013
Cost	Amount owing by the Owner	\$300.00
Usage	The reading amount of the record	56.78
UtilityType	The selected utility type of the	Gas
	record	104
Unit	Unit #	101
LegalUnit	Legal Unit Number	6
LegalLevel	Unit Legal Level	4
Address	Primary Owner Address	28 Street
U_ADDRESS	Unit Address	426 Queen Street E. Suite 103
U_CITY	Unit City	Toronto
U_PROV_STA	Unit province	ON
U_PO_ZIP	Unit postal code	M5A 1T4
Title		Mr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last name	Deen
Address		5 Street
City		Toronto
Province		ON
PostalCode		M1M 1M1
Country		Canada
Company		ABC Mechanics
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
CorpID	Corporation short name	DCC1
CorpName	Corporation short name	DCC1
CorpLegalName	Corporation legal name	Condominium Corporation No. 1



Region	Condo Region	MTCC
RegionDisplay	City Name	Toronto
Unit	Suite Number	103
LegalUnit	Legal Unit	3
LegalLevel	Legal level	1
Proportion	Unit Proportion	0.044154
U_ADDRESS	Unit Address	426 Queen Street E. Suite 103
U_CITY	Unit City	Toronto
U_PROV_STA	Unit province	ON
U_PO_ZIP	Unit postal code	M5A 1T4
Title		Mr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last name	Deen
Address		5 Street
City		Toronto
Province		ON
PostalCode		M1M 1M1
NumOf83	Number of tenants in the unit during the fiscal year of the status certificate.	2
Budget	Current Budget	\$155,000
Surplus		0
RevBudget	Revised Budget Amount	\$50,000
ResvFund	Current Reserve Fund Amount	\$103,981.87
ResvFundDate	Date of Reserve Fund update	2009-12-31 00:00:00
ResvOpen		0
ResvLevy	Reserve Levy Amount	0
Expenses	Reserve Expenses	0
hasLien	Active lien on unit	Yes or NO
LienTotal	Total Lien Amount	0
LienAmount	Amount of lien	\$515
LienCost	Lien Cost	\$250
LienDate	Date of Lien	01/15/2011
hasStudy	Is there a Reserve Study done?	NO or number of study
STUDYCLASS	Class of Reserve Study	Class 3
STUDYPREP	Who prepared the Study	Carson/Dunlop
STUDYDATE	Date of Last reserve study	01/15/2011
STUDYDUE	Next Reserve Study due date	01/15/2014



Community Website Welcome Letter

Merge field Name	Description	Sample
genDate	Date of Creation	7/23/2011
Unit	Unit #	101
LegalUnit	Legal Unit Number	6
LegalLevel	Unit Legal Level	4
Title		Mr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last name	Deen
Company		ABC Mechanics
Address	Primary Owner Address	1 King Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
Country	Primary Owners Country	Canada
PostalCode	Primary Owner Postal Code	M1M 1M1
CorpLegalName	Corporation legal name	Metro Toronto Condominium Corporation 123
SignName	Property Manager Name	Key Demo Manager
SignTitle	Property Manager Title	Property Manager
SignInitial	Property Manager Initials	SignInitial
U_ADDRESS	Unit Address	426 Queen Street E. Suite A01
U_CITY	Unit City	Toronto
U_PROV_STA	Unit province	ON
U_PO_ZIP	Unit postal code	M5A 1T4
KEYCompany	The Name of the Property Management Company	D-Tech Property Management
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
NexusUsername	Unit owners user name	John.Doe
NexusPassword	Unit owner password	******
NexusWebsite	Corporation Website	DCC1.shiftsuite.com
PMName	Property Managers name	



PMEMail	Property Manager email	
PMDayPhone	Property Manager phone number	(416) 489-5972
PMDayPhoneExt	Property Manager phone number extension	38
PMNightPhone	Property Manager night phone number	(416) 489-5972
PMNightPhoneExt	Property Manager night phone number extension	38
PMMobile	Property Manager cell phone number	(416) 489-5972
PMFax	Property Manager fax number	(416) 489-5972



Status Certificate

"P" class merge field can be used to overwrite an entire section or to append any section. The number before the P refers to the Paragraph in the status certificate. For example P1 is the first paragraph of the status certificate.

Merge field Name	Description	Sample
CorpID	Corporation short name	DCC1
CorpName	Corporation short name	DCC1
CorpLegalName	Corporation legal name	Condominium Corporation No. 1
Region	Condo Region	MTCC
RegionDisplay	City Name	Toronto
Unit	Suite Number	103
LegalUnit	Legal Unit	3
LegalLevel	Legal level	1
Proportion	Unit Proportion	0.044154
U_ADDRESS	Unit Address	426 Queen Street E. Suite 103
U_CITY	Unit City	Toronto
U_PROV_STA	Unit province	ON
U_PO_ZIP	Unit postal code	M5A 1T4
Title		Mr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last name	Deen
Address		5 Street
City		Toronto
Province		ON
PostalCode		M1M 1M1
NumOf83	Number of tenants in the unit during the fiscal year of the status certificate.	2
Budget	Current Budget	\$155,000
Surplus		0
RevBudget	Revised Budget Amount	\$50,000
ResvFund	Current Reserve Fund Amount	\$103,981.87
ResvFundDate	Date of Reserve Fund update	2009-12-31 00:00:00
ResvOpen		0
ResvLevy	Reserve Levy Amount	0
Expenses	Reserve Expenses	0
hasLien	Active lien on unit	Yes or NO
LienTotal	Total Lien Amount	0
LienAmount	Amount of lien	\$515



LienCost	Lien Cost	\$250
LienDate	Date of Lien	01/15/2011
hasStudy	Is there a Reserve Study done?	NO or number of study
STUDYCLASS	Class of Reserve Study	Class 3
STUDYPREP	Who prepared the Study	Carson/Dunlop
STUDYDATE	Date of Last reserve study	01/15/2011
STUDYDUE	Next Reserve Study due date	01/15/2014
NOTIFIED	Date owners were notified	02/15/2011
hasAgreement	If the unit has Section 98 agreements. Value will be blank if it does not.	1002938448283100001 (database value, anything other than blank means the unit has Section 98)
TotalBalance		2265
ParkingList		N/A
LockerList		N/A
TotalFee		890
MiscLienable		NULL
NextMonth		2010-08-01 00:00:00
firstDate		2010-08-01 00:00:00
lastDate		2010-08-31 00:00:00
YearEndDate	Corporation year end	12/31/2017
Assessment	Current Assessment Amount	\$141,792
RevAssessment	Current Revised Assessment	\$20,000
UnitRevAssessment		98
RevAssessmentReason	Reason for Revised Assessment	Mean board members
SpecAssessment	Special Assessment Amount	\$55,000
UnitSpecAssessment		270
SpecAssessmentReason	Reason for Special Assessment	
Judgments	Legal Judgments	Amount: \$10,000.00; Details: slip and fall case NOT in corporation favour
OpenCases	Open Law Suites	Amount: \$50000.00; child fell off unsafe playground
Iremarkc1		
courtordr1		
MiscFee	Monthly amount of misc. fees	287
SCConfigID		52
ConfigName		KEY Demo Status Certificate Configuration
ConfigDescription		NULL
CorpRowIDN		2010010610092800000
isDefault		1
PropertyManager		Key Demo Property Management



MailingAddress		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
AddressForService		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
PMAddress		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
TelephoneNumber		(416) 489-5972
PrintName		KEY Property Manager
SignedCity	The city the status certificate was produced in	Etobicoke
P1	Will append your template with details in the status certificate configuration	
P2	Will append your template with details in the status certificate configuration	
P3	Will append your template with details in the status certificate configuration	
P4	Will append your template with details in the status certificate configuration	
P5	Will append your template with details in the status certificate configuration	
P6	Will append your template with details in the status certificate configuration	
P7	Will append your template with details in the status certificate configuration	
P8	Will append your template with details in the status certificate configuration	
P9	Will append your template with details in the status certificate configuration	
P10	Will append your template with details in the status certificate configuration	
P11	Will append your template with details in the status certificate configuration	
P12	Will append your template with details in the status certificate configuration	





	Will append your template with
P27	details in the status certificate
	configuration
	Will append your template with
P28	details in the status certificate
- 2	configuration
	Will append your template with
P29	details in the status certificate
- 20	configuration
	Will append your template with
P30	details in the status certificate
	configuration
	Will append your template with
P31	details in the status certificate
	configuration
	Will append your template with
P32	details in the status certificate
	configuration
	Will append your template with
P33	details in the status certificate
	configuration
	Will append your template with
P33a	details in the status certificate
	configuration
	Will append your template with
P33b	details in the status certificate
	configuration
	Will append your template with
P33c	details in the status certificate
	configuration
	Will append your template with
P33d	details in the status certificate
	configuration
	Will append your template with
P33e	details in the status certificate
	configuration
	Will append your template with
P33f	details in the status certificate
	configuration
	Will append your template with
P33g	details in the status certificate
	configuration
	Will append your template with
P33h	details in the status certificate
	configuration



SANotes		
genDate	Date Created	7/26/2010
P36	Will append your template with details in the status certificate configuration	
P35	Will append your template with details in the status certificate configuration	
P34	Will append your template with details in the status certificate configuration	
P33k	Will append your template with details in the status certificate configuration	
P33j	Will append your template with details in the status certificate configuration	
P33i	Will append your template with details in the status certificate configuration	



Vendor Labels

Merge field Name	Description	Sample
VendorName	Full name of vendor	SHIFT Next Level Innovations Inc.
ContactName	Name of contact on file	Christopher Deen
Title	Title of Contact on file	Dr.
CompanyName	Full name of company	Shiftsuite
StreetAddress	Street Address of vendor	185 Frederick St.
City	City of Vendor	Toronto
Province	Province of Vendor	Ontario
PostalZipCode	Postal code of Vendor	M5A 4L4
Country	Country of Vendor	Canada
PhoneNumber	Vendor phone number	416-489-5972
PhoneNumberExtension	Vendor Phone Number Extension	28
AlternatePhoneNumber	Vendor Alternate Phone Number	416-489-5972
AlternatePhoneNumberExtension	Vendor Alternate Phone Number Extension	28
Fax	Vendor Fax	416-489-5972
Email	Vendor Email	support@shiftsuite.com
PrintOnChequeAs	The name as printed on cheques	Shiftsuite
BusinessNo	Vendor Business Number	2584-598821-5820
CorpName	Corporation Short Name	TCC5000
LegalName	Corporation Full Legal Name	Toronto Condominium Corp 5000
CorpAddress	CorpAddress	185 Frederick St.
CorpCity	CorpCity	Toronto
CorpProvince	CorpProvince	Ontario
CorpPostalCode	CorpPostalCode	M5A 4L4
CorpFullAddress	CorpFullAddress	185 Frederick St., Ste 101 Toronto, ON M5A 4L4



Information Certificates

"P" class merge field can be used to overwrite an entire section or to append to any section. The number before the P refers to the Paragraph in the status certificate. For example, P1 is the first paragraph of the status certificate.

Merge field Name	Description	Sample
AccessCard1	Access Card Number 1	1234-567-89
AccessCard2	Access Card Number 2	1234-567-90
Address		5 Street
AddressForService		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
AllOwners	Will show first name and last name of all additional owners	Darryl Deen, Mark Simurda, Angelina Jolie
AllTenants	Will show first name and last name of all additional Tenants	Darryl Deen, Mark Simurda, Angelina Jolie
Assessment	Current Assessment Amount	\$141,792
Budget	Current Budget	\$155,000
BusinessType		I.T. Consulting
City	Corp City	Toronto
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpFullAddress	Pre-formatted Full corporation address	
CorpID	Corporation short name	DCC1
CorpLegalName	Corporation legal name	Condominium Corporation No. 1
CorpName	Corporation short name	DCC1
CorpPostalCode	The corporation postal code	L1L 1M1
CorpProvince	The corporation province	Ontario
Country	The corporation country	Canada
courtordr1		
DayPhone	Day Phone Number	(416)489-5972
DayPhoneExt	Day Phone Number Extension	38
Email	Email Address	support@shiftsuite.com
Enterphone	Telephone lobby entry number	1236589
Expenses	Reserve Expenses	0
Fax	Fax Number	(416)850-9807
firstDate		8/1/2010 0:00
FirstName	Primary Owner First Name	Darryl
genDate	Date Created	7/26/2010
hasStudy	Is there a Reserve Study done?	NO or number of study
Judgements	Legal Judgments	Amount: \$10,000.00; Details: slip and fall case NOT in corporation favour
KEYCompany	The Name of the Property Management Company	D-Tech Property Management



lastDate		
LastName	Primary Owner Last name	Deen
LegalLevel	Legal level	1
LegalUnit	Legal Unit	3
MailingAddress		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
MiddleName	Primary Owner Middle Name	D
Mobile	Cell Phone Number	(416)489-5972
NOTIFIED	Date owners were notified	2/15/2011
NumOf83	Number of tenants in the unit during the fiscal year of the status certificate.	2
OpenCases	Open Law Suites	Amount: \$50000.00; child fell off unsafe playground
P1	Will append your template with details in the status certificate configuration	
P10	Will append your template with details in the status certificate configuration	
P11	Will append your template with details in the status certificate configuration	
P12	Will append your template with details in the status certificate configuration	
P13	Will append your template with details in the status certificate configuration	
P14	Will append your template with details in the status certificate configuration	
P15	Will append your template with details in the status certificate configuration	
P16	Will append your template with details in the status certificate configuration	
P17	Will append your template with details in the status certificate configuration	
P18	Will append your template with details in the status certificate configuration	
P19	Will append your template with details in the status certificate configuration	
P2	Will append your template with details in the status certificate configuration	



	Will append your template with	
P20	details in the status certificate	
P20		
	configuration	
201	Will append your template with	
P21	details in the status certificate	
	configuration	
	Will append your template with	
P22	details in the status certificate	
	configuration	
	Will append your template with	
P23	details in the status certificate	
	configuration	
	Will append your template with	
P24	details in the status certificate	
	configuration	
	Will append your template with	
P25	details in the status certificate	
1 23	configuration	
DOC	Will append your template with details in the status certificate	
P26		
	configuration	
	Will append your template with	
P27	details in the status certificate	
	configuration	
	Will append your template with	
P27_32	details in the status certificate	
	configuration	
	Will append your template with	
P28	details in the status certificate	
	configuration	
	Will append your template with	
P29	details in the status certificate	
	configuration	
	Will append your template with	
P3	details in the status certificate	
. •	configuration	
	Will append your template with	
P30	details in the status certificate	
F 30	configuration	
	Will append your template with	
D24		
P31	details in the status certificate	
	configuration	
P32	Will append your template with	
	details in the status certificate	
	configuration	
	Will append your template with	
P33	details in the status certificate	
	configuration	
	Will append your template with	
P33a	details in the status certificate	
	configuration	
		1



	TAPH I I I I I I I I I I I I I I I I I I I	
Daah	Will append your template with	
P33b	details in the status certificate	
	configuration	
	Will append your template with	
P33c	details in the status certificate	
	configuration	
	Will append your template with	
P33d	details in the status certificate	
	configuration	
	Will append your template with	
P33e	details in the status certificate	
	configuration	
	Will append your template with	
P33f	details in the status certificate	
	configuration	
	Will append your template with	
P33g	details in the status certificate	
	configuration	
	Will append your template with	
P33h	details in the status certificate	
	configuration	
	Will append your template with	
P33i	details in the status certificate	
	configuration	
	Will append your template with	
P33j	details in the status certificate	
	configuration	
	Will append your template with	
P33k	details in the status certificate	
	configuration	
-	Will append your template with	
P34	details in the status certificate	
	configuration	
	Will append your template with	
P35	details in the status certificate	
	configuration	
	Will append your template with	
P36	details in the status certificate	
	configuration	
	Will append your template with	
P4	details in the status certificate	
	configuration	
	Will append your template with	
P5	details in the status certificate	
	configuration	
	Will append your template with	
P6	details in the status certificate	
	configuration	
	Will append your template with	
P7	details in the status certificate	
	configuration	
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	MCH 1 (1-(20)	
P8	Will append your template with details in the status certificate	
	configuration	
P9	Will append your template with details in the status certificate configuration	
PMAddress		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
PMDayPhone PMDayPhone	Property Manager day phone #	(416)489-5972
PMDayPhoneExt	Property Manager day phone # extension	555
PMEMail	Property Manager email	John@shiftsuite.com
PMFax	Property Manager Fax #	(416)489-5972
PMMobile	Property Manager mobile #	(416)489-5972
PMName	Property Manager name	John Smith
PMNightPhone	Property Manager night phone #	(416)489-5972
PMNightPhoneExt	Property Manager night phone # extension	554
PostalCode		M1M 1M1
PrintName		KEY Property Manager
PropertyManager		Key Demo Property Management
Proportion	Unit Proportion	0.044154
Province		ON
Region	Condo Region	MTCC
RegionDisplay	City Name	Toronto
ResvFund	Current Reserve Fund Amount	\$103,981.87
ResvFundDate	Date of Reserve Fund update	12/31/2015
ResvLevy	Reserve Levy Amount	0
ResvOpen		0
RevAssessment	Current Revised Assessment	\$20,000
RevAssessmentReason	Reason for Revised Assessment	Mean board members
RevBudget	Revised Budget Amount	\$50,000
SANotes		
SCConfigID		52
SignedCity	The city the status certificate was produced in	Etobicoke
SignInitial	Initials of writer	KDM
SignName	Name of writer	Key Demo Manager
SignTitle	Title of writer	Property Manager
SpecAssessment	Special Assessment Amount	\$55,000
SpecAssessmentReason	Reason for Special Assessment	
STUDYCLASS	Class of Reserve Study	Class 3



STUDYDATE	Date of Last reserve study	1/15/2011
STUDYDUE	Next Reserve Study due date	1/15/2014
STUDYPREP	Who prepared the Study	Carson/Dunlop
Surplus		0
TelephoneNumber		(416) 489-5972
TenantAddress	Tenant Address	1 Young St.
TenantBusinessType	Tenant Business type	I.T.
TenantCity	Tenant City	Toronto
TenantCompany	Tenant Province	Ontario
TenantCountry	Tenant Country	Canada
TenantDayPhone	Tenant Day Phone Number	(416)489-5972
TenantDayPhoneExt	Tenant Day Phone Number Extension	38
TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantEndDate	Tenant End Date	3/24/2014
TenantFax	Tenant Fax Number	(416)850-9807
TenantFirstName	Tenant First Name	John
TenantLastName	Tenant Last Name	Doe
TenantMIName	Tenant Middle Initial	C.
TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantNightPhone	Tenant Night Phone Number	(416)489-5972
TenantNightPhoneExt	Tenant Night Phone Number Extension	38
TenantPostalCode	Tenant Postal Code	M6K 1P1
TenantProvince	Tenant Province	Ontario
TenantStartDate	Tenant Start Date	3/24/2013
TenantTitle	Tenant Title	Mr, Mrs, Miss.
TenantWeb	Tenant Web Address	www.shiftsuite.com
Title	Owner's Title	Mr.
U_ADDRESS	Unit address	366 Adelaide St. E.
U_CITY	Unit City	Toronto
U_PO_ZIP	Unit Province/State	Ontario/New York
U_PROV_STA	Unit Postal Code/Zip Code	M5A 3X9/10108
Unit	Owner unit	101
Web	Owner unit	101
YearEndDate	Corporation year end	12/31/2017