



**OCCUPANT UPDATE FORM 2021**  
**INFORMATION FROM THE COMMERCIAL DEVELOPMENT CORPORATION (SDC in French)\***

Please complete the form with all relevant information. To learn more about the notice of contribution from your SDC, visit our website at the following address:  
[www.montrealcentreville.ca/en/business/our-members/](http://www.montrealcentreville.ca/en/business/our-members/)

<b>NAME OF THE SDC</b>	Commercial Development Corporation Montréal centre-ville
<b>Date of transmission (yyyy-mm-dd)</b>	

**INFORMATION RELATING TO THE APPLICANT:**

<b>LAST AND FIRST NAME</b>	
<b>PHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>NAME OF BUSINESS</b>	
<b>JOB TITLE</b>	

**INFORMATION RELATING TO THE LOCATION:**

<b>ACCOUNT NUMBER</b>	
<b>REFERENCE NUMBER</b>	
<b>ADDRESS – Civic number and Street name</b>	
<b>ADDRESS – Unit number</b>	

**INFORMATION RELATING TO YOUR REQUEST:**

Please check the box that corresponds to your situation:

- Business address change
- Cessation of the company's activity (bankruptcy, sale, change of ownership, etc.)
- The information in the notice of contribution is not correct (surface area, name of business, billing address, etc.)
- Other, specify:

**OCCUPANCY INFORMATION:**

**BEFORE**

OCCUPANT'S LEGAL NAME	
CORPORATE NAME	
FLOOR #	
SURFACE AREA	
DATE OF CHANGE (yyyy-mm-dd)	

**AFTER**

- Vacant space (enter contact information of the owner or property manager)
- Occupied space (enter occupant's information)
- Do not know (enter the name of the owner or property manager)

OCCUPANT'S LEGAL NAME	
CORPORATE NAME	
FLOOR #	
SURFACE AREA	
DATE OF OCCURRENCE (yyyy-mm-dd)	
LAST & FIRST NAME OF PERSON IN CHARGE	
PHONE NUMBER OF PERSON IN CHARGE	
EMAIL OF PERSON IN CHARGE	

If the information in the notice of contribution is incorrect (surface area, name of business, billing address, etc.), please send us the pertinent information to be updated ***(to be completed only if necessary, write N/ A if no modification is needed)***.

**ADDITIONAL INFORMATION** *(please briefly describe the situation):*

Make sure to attach all pertinent documents necessary for us to process your request. Below is a non-exhaustive list of documents that may need to be submitted:

- Your notice of contribution
- Your notice of end of lease or non-renewal of lease (if applicable)
- Proof of your business' name change (if applicable)
- Proof of bankruptcy (if applicable)
- Proof of sale/ buyout of your business (if applicable)

Please note, we accept only electronic copies of this form. Montréal centre-ville will keep a copy of these documents for a period of 12 months.

Please email this form and all supporting documents to the following email address:  
[projets@montrealcentreville.ca](mailto:projets@montrealcentreville.ca)

I, the undersigned \_\_\_\_\_ certify that the information and the documents provided are correct and complete.

**Signature of the representative:**

<b>CONTACT PERSON/ SDC</b>	<b>Rami M'Rad – Member Services Coordinator</b>
<b>PHONE NUMBER/ EMAIL ADDRESS</b>	Cell Phone: (438) 524 – 3295 Office: (514) 398 – 9438 ext: 221 Email: <a href="mailto:projets@montrealcentreville.ca">projets@montrealcentreville.ca</a>