

ONTARIO CONDOMINIUM MANAGEMENT LICENSE PRACTICE TEST (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What is key to finding resources for a project?**
 - A. Only using internal resources
 - B. Identifying potential solutions and support networks
 - C. Relying on team members solely
 - D. Ignoring available tools
- 2. What type of expenses do monthly common expenses generally cover?**
 - A. Individual owner costs
 - B. External contractor fees
 - C. Shared costs for maintenance and services
 - D. Costs for interior renovations
- 3. What type of training is required for licensees after a violation?**
 - A. Refresher Courses
 - B. Educational Courses
 - C. Mandatory Training Sessions
 - D. Certification Updates
- 4. What is crucial for making informed decisions when receiving contractor quotes?**
 - A. Comparing Service Quotes
 - B. Conducting Reference Checks
 - C. Evaluating Work Samples
 - D. Reviewing Company Backgrounds
- 5. Which committee is responsible for reviewing serious complaints against licensees?**
 - A. Regulatory Board
 - B. Compliance Committee
 - C. Discipline Committee
 - D. Ethics Board

- 6. Which committee typically addresses the overall strategy and governance for the condominium?**
- A. Finance Committee
 - B. Operations Committee
 - C. Board of Directors
 - D. Community Engagement Committee
- 7. What does CCI provide to assist with member education?**
- A. Online Courses
 - B. Workshops
 - C. Publications
 - D. Networking Events
- 8. What is the role of a condominium management provider?**
- A. Creating Bylaws
 - B. External service managing day-to-day operations
 - C. Holding Board Meetings
 - D. Monitoring Owner Compliance
- 9. What is the process called that aims to resolve disputes amicably?**
- A. Litigation
 - B. Mediation
 - C. Arbitration
 - D. Negotiation
- 10. Which legislation serves as the primary governing law for condominiums in Ontario?**
- A. Landlord and Tenant Act
 - B. Condominium Act, 1998
 - C. Property Standards By-Law
 - D. Housing Development Act

Answers

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1. B
2. C
3. B
4. A
5. C
6. C
7. C
8. B
9. B
10. B

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Explanations

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1. What is key to finding resources for a project?

- A. Only using internal resources
- B. Identifying potential solutions and support networks**
- C. Relying on team members solely
- D. Ignoring available tools

Identifying potential solutions and support networks is crucial for finding resources for a project because it allows for a comprehensive approach to resource acquisition. This strategy focuses on exploring various avenues of support beyond what is immediately available within the organization. By recognizing and leveraging external networks, such as partnerships, community resources, or industry connections, a project manager can access a wider range of tools, expertise, and funding opportunities that may enhance the project's chances of success. Engaging with support networks often includes reaching out to stakeholders, other organizations, or specialized entities that can provide guidance or assistance. This multifaceted approach can lead to innovative solutions that might not be apparent when relying solely on internal resources or team members. By utilizing this broader perspective, project managers can ensure they are not limited by the constraints of their immediate environment and can foster collaboration that enhances project outcomes.

2. What type of expenses do monthly common expenses generally cover?

- A. Individual owner costs
- B. External contractor fees
- C. Shared costs for maintenance and services**
- D. Costs for interior renovations

Monthly common expenses typically cover shared costs for maintenance and services that benefit all owners and tenants within the condominium community. These expenses include items such as landscaping, snow removal, building repairs, common area utilities, management fees, insurance for the common elements, and amenities like swimming pools or gyms. The nature of these expenses is that they are necessary for the upkeep and functionality of the shared living environment, ensuring that all residents enjoy a well-maintained property. Unlike individual owner costs or costs for interior renovations, which pertain to personal property or enhancements specific to one unit, common expenses are collective and contribute to the overall wellness and operation of the condominium as a whole. External contractor fees might be part of the common expenses if they pertain to services required for shared areas, but they do not encompass the entirety of what common expenses cover. Rather, they are a component often included within the broader category of shared costs related to maintenance and services.

3. What type of training is required for licensees after a violation?

- A. Refresher Courses
- B. Educational Courses**
- C. Mandatory Training Sessions
- D. Certification Updates

The requirement for educational courses after a violation serves as a method to ensure that licensees are well-informed about the best practices, legal obligations, and ethical standards within the condominium management industry. These courses are designed to address specific areas of concern that led to the violation, thereby providing the necessary knowledge and skills to prevent similar issues in the future. Educational courses not only deepen understanding of relevant regulations but also enhance professional competence, which is vital for maintaining the integrity of the management process in condominiums. This type of training can cover a range of topics, including changes in legislation, updated best practices, and new technologies impacting condominium management. The other options, while potentially related to ongoing education, do not accurately reflect the specific nature of the training required following a violation within the context of maintaining a condominium management license.

4. What is crucial for making informed decisions when receiving contractor quotes?

- A. Comparing Service Quotes**
- B. Conducting Reference Checks
- C. Evaluating Work Samples
- D. Reviewing Company Backgrounds

Comparing service quotes is essential for making informed decisions when receiving contractor quotes because it allows for a clear understanding of the differences in pricing and services offered by various contractors. This comparison enables you to assess which contractor provides the best value for the services needed while taking into account factors such as the scope of work, materials, and timelines. By systematically evaluating quotes side by side, you can discern not just the cost but also the quality and comprehensiveness of the proposals, which is vital in selecting a contractor who meets both budget and project expectations. While conducting reference checks, evaluating work samples, and reviewing company backgrounds are all important steps in the contractor selection process, they primarily enrich your understanding of the contractor's reliability, reputation, and prior work quality. Nonetheless, without first comparing the actual service quotes, you may lack the necessary foundation to make sound financial decisions. Thus, comparing service quotes is the first and most direct step in the decision-making process.

5. Which committee is responsible for reviewing serious complaints against licensees?

- A. Regulatory Board
- B. Compliance Committee
- C. Discipline Committee**
- D. Ethics Board

The Discipline Committee is the body specifically tasked with handling serious complaints against licensees within the condominium management sector. Its primary function is to ensure that the actions of licensed professionals adhere to the standards of conduct required by the regulatory framework. This committee investigates complaints, conducts hearings, and has the authority to impose disciplinary actions when necessary, which may include fines, suspensions, or revocations of licenses. By focusing on matters of misconduct or dishonesty, the Discipline Committee plays a critical role in maintaining the integrity of the profession and protecting the interests of condominium owners and residents. This allows the profession to uphold a standard of excellence and accountability, essential for fostering trust in condominium management services. Other committees may have distinct functions; for instance, the Regulatory Board typically oversees the overall functioning of licensing and may set policies or guidelines, while the Compliance Committee generally ensures that regulations are followed rather than specifically addressing complaints. The Ethics Board, while focusing on ethical standards and conduct, does not necessarily handle serious complaints directly in the way the Discipline Committee does.

6. Which committee typically addresses the overall strategy and governance for the condominium?

- A. Finance Committee
- B. Operations Committee
- C. Board of Directors**
- D. Community Engagement Committee

The Board of Directors is the governing body responsible for making strategic decisions for a condominium corporation. This committee plays a crucial role in setting the overall direction, policies, and governance framework for the condominium. Members of the Board are usually elected by the owners and have the responsibility to represent the interests of the owners, manage the property, and ensure that the condominium operates in compliance with relevant laws and regulations. The Board's responsibilities include overseeing financial management, ensuring that the property is well-maintained, and making long-term strategic plans that align with the needs and desires of the community. They also handle more complex issues, such as governance matters, dispute resolution, and amendments to the condominium's by-laws. In essence, the Board of Directors is tasked with the comprehensive oversight and governance required to maintain and enhance the condominium's value and community living experience. Other committees, such as the Finance Committee, focus on specific areas like budget management and financial oversight, while Operations Committees handle day-to-day management tasks. The Community Engagement Committee would typically engage residents and promote community activities rather than manage governance strategically.

7. What does CCI provide to assist with member education?

- A. Online Courses
- B. Workshops
- C. Publications**
- D. Networking Events

The Canadian Condominium Institute (CCI) focuses on enhancing the knowledge and education of its members through various resources. One of the primary methods that CCI employs to assist with member education is through the provision of publications. These publications cover a wide range of topics pertinent to condominium living and management, offering valuable insights, guidelines, and best practices that can aid members in navigating the complexities of condominium governance and operations. By providing written materials such as newsletters, guides, and research reports, CCI ensures that members have access to up-to-date information, legal developments, and educational content that can help improve their understanding and management of condominium issues. This resource is particularly beneficial as it serves as a reference that members can review at their own pace and revisit as needed, reinforcing their learning over time. In contrast, while other options like online courses, workshops, and networking events are valuable for education and engagement, the focus on publications distinctly highlights CCI's commitment to disseminating information in written form, making it a foundational pillar of their educational offerings.

8. What is the role of a condominium management provider?

- A. Creating Bylaws
- B. External service managing day-to-day operations**
- C. Holding Board Meetings
- D. Monitoring Owner Compliance

The role of a condominium management provider primarily involves managing the day-to-day operations of the condominium complex. This includes a wide range of responsibilities such as overseeing staff, maintaining the property, handling financial transactions, and ensuring that the governing documents of the condominium are followed. An effective management provider acts as a liaison between the condominium's board and the unit owners, ensuring that the community functions smoothly. This role is essential for maintaining the operational efficiency and overall well-being of the condominium, fostering a harmonious living environment for residents. Other options, while related to aspects of condominium governance, do not fully encapsulate the primary responsibility of a management provider. Creating bylaws is typically the responsibility of the condominium's board of directors and not something that management providers do directly. Holding board meetings is also primarily a function of the board, where decisions about community governance are made. Monitoring owner compliance could fall under the broader umbrella of management duties, but it is not the central focus of the management provider's role as it relates to overseeing day-to-day operations.

9. What is the process called that aims to resolve disputes amicably?

- A. Litigation
- B. Mediation**
- C. Arbitration
- D. Negotiation

Mediation is the process specifically designed to resolve disputes amicably by encouraging the parties involved to come to a mutual agreement with the help of an impartial third party. This process focuses on collaboration and open communication, allowing each side to express their concerns and needs while facilitating a constructive dialogue. The mediator helps guide the discussion but does not impose a solution, which differentiates mediation from litigation, where a judge makes a binding decision, and arbitration, where an arbitrator does the same. While negotiation can play a role in addressing disputes, mediation is structured to provide a formal setting that enhances the chances of reaching an amicable resolution through cooperative dialogue.

10. Which legislation serves as the primary governing law for condominiums in Ontario?

- A. Landlord and Tenant Act
- B. Condominium Act, 1998**
- C. Property Standards By-Law
- D. Housing Development Act

The Condominium Act, 1998 is the primary legislative framework that governs the creation, operation, and management of condominiums in Ontario. This act outlines the rights and responsibilities of condominium corporations, owners, and residents, and it provides the regulations necessary to ensure the effective management of condominium properties. It covers various aspects including governance, financial management, and operational procedures, which are crucial for maintaining the integrity and functionality of condominium communities. In contrast, the other pieces of legislation mentioned do not specifically target condominium governance. The Landlord and Tenant Act primarily addresses rental agreements and the rights of tenants and landlords, not condominiums as ownership structures. The Property Standards By-Law pertains to the maintenance and safety standards for buildings and properties, a consideration that may apply to condominiums but not the regulatory framework governing them. Lastly, the Housing Development Act relates to broader housing development regulations but does not specifically address the nuances of condominium management. Therefore, the Condominium Act, 1998 is essential for ensuring that all stakeholders within a condominium are aware of their legal rights and obligations, making it the correct answer in this context.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://ontcondomgmt.examzify.com>

We wish you the very best on your exam journey. You've got this!

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