Landlord and Tenant Board
Ontario

Form N4 - Checklist
Notice to End a Tenancy Early for Non-payment of Rent

Before you serve the attached notice to your tenant(s), make sure you can answer **YES** to each of the following questions. If not, your notice may be invalid. If you file an application to the Landlord and Tenant Board based on an invalid notice, your application may be dismissed and you will have to start over.

☐ **Did you fill in the correct termination date?**
If your tenant pays rent by the **month** or **year**, you must give **at least 14 days** notice. If your tenant pays rent by the **day** or **week**, you must give **at least 7 days** notice.

When counting the days, do not include the date you are giving the notice to the tenant. For example, if you give the notice to the tenant by hand on March 3rd, the first day of the 14-day notice period is March 4th; in this example, the earliest termination date would be March 17th. **If you are giving the notice to the tenant by mail or courier, you have to add extra days in calculating the termination date.** Read the Instructions to this form to see how much time you have to add.

☐ **Did you name each tenant who lives in the rental unit?**
If there is more than one tenant living in the rental unit, fill in the names of all the tenants.

☐ **Did you fill in the complete address of the rental unit?**
Be sure that you have provided the full address - including the correct unit number and postal code.

☐ **Did you check your math?**
Make sure you've correctly calculated the amount you believe the tenant owes. Check the calculations in the table on page 2 to be sure the Total Rent Owing is correct. Then check that this amount matches the amount you put in the box on page 1.

☐ **Did you include <u>only</u> rent amounts?**
This form is only for non-payment of **rent**. Rent includes the basic rent for the rental unit, plus any amount the tenant pays you separately for services (such as parking or cable). If the tenant is paying all or a portion of a utility bill directly to the utility company or indirectly through the landlord, this is not considered rent. See the Instructions for more information.

You should **not** use this form to tell the tenant they have failed to pay amounts other than rent (such as the last month's rent deposit or an NSF cheque charge).

☐ **Did you sign and date the notice?**

You should remove this checklist before you give the tenant the notice.

Notice To End a Tenancy Early For Non-payment of Rent
Form N4

To: (Tenant's name)	**From:** (Landlord's name)
Kelly Cleverdon	Barry Friedman

This is a legal notice that could lead to you being evicted from your home.

Address of the Rental Unit

Street Number: 1037 | Street Name: OAK

Street Type (e.g. Street, Avenue, Road): LANE | Direction (e.g. East): SOUTH | Unit/Apt./Suite:

Municipality (city, town, etc.): SHARBOT LAKE | Province: ON | Postal Code: K0H 2P0

This information is from your landlord:

I am giving you this notice because I believe you owe me $ 1,800.00 in rent.

See the table on the next page for the details about how I calculated this amount.

I can apply to the Landlord and Tenant Board to have you evicted if you do not:

- **pay this amount* by** 15 / 09 / 2012 (dd / mm / yyyy) This date is called the **termination date**.

or

- **move out by the termination date**

* If another rent payment comes due on or before the date you make the above payment to your landlord, you must also pay this extra amount.

WHAT YOU NEED TO KNOW

The following information is provided by the Landlord and Tenant Board

The termination date

The date that the landlord gives you in this notice to pay or move out must be at least:
- 14 days after the landlord gives you the notice, if you rent by the month or year, or
- 7 days after the landlord gives you the notice, if you rent by the day or week.

What if you agree with the notice

If you agree that you owe the amount that the landlord is claiming, you should pay this amount by the termination date in this notice. If you do so, this notice becomes void and the landlord cannot apply to the Board to evict you. If you do not pay the amount owing, and the landlord applies to the Board to evict you, you will likely have to pay the landlord's filing fee of $170.00, plus what you owe.

If you move out by the date in this notice, your tenancy will end on the termination date. However, you may still owe money to your landlord. Your landlord will not be able to apply to the Board but they may still take you to Court for this money.

What if you disagree with the notice

If you disagree with what the landlord has put in this notice, you do not have to move out. You could talk to your landlord. You may also want to get legal advice. If you cannot work things out, and the landlord applies to the Board, you will be able to go to a hearing and explain why you disagree.

How you will know if the landlord applies to the Board

The earliest date that the landlord can apply to the Board is the day after the termination date in this notice. If the landlord does apply, the Board will schedule a hearing and send you a letter. The landlord must also give you a copy of the Notice of Hearing and the application.

What you can do if the landlord applies to the Board

- Get legal advice immediately; you may be eligible for legal aid services.
- Talk to your landlord about working out a payment plan.
- Go to the hearing where you can respond to your landlord's claims; in most cases, before the hearing starts you can also talk to a Board mediator about mediating a payment plan.

How to get more information

For more information about this notice or about your rights, you can contact the Landlord and Tenant Board. You can reach the Board by phone at **416-645-8080** or toll-free at **1-888-332-3234**. You can also visit the Board's website at **www.LTB.gov.on.ca**.

This table is completed by the landlord to show how they calculated the total amount of rent claimed on page 1:

Rent Period From: (dd/mm/yyyy)	Rent Period To: (dd/mm/yyyy)	Rent Charged $	Rent Paid $	Rent Owing $
01/07/2012	31/07/2012	900.00	0.00	900.00
01/08/2012	31/08/2912	900.00	0.00	900.00
/ /	/ /	.	.	.
		Total Rent Owing $		1,800.00

Signature ☒ Landlord ☐ Agent

Signature	Date (dd/mm/yyyy)

First Name: BARRY

Last Name: FRIEDMAN

Company Name (if applicable):

Mailing Address: 480 TWEEDSMUIR AVE.

Unit/Apt./Suite:

Municipality (city, town, etc.): OTTAWA

Province: ON

Postal Code: K1Z 5N9

Phone Number: (613) 725 3198

Fax Number: ( )

E-mail Address: bf.mbox@gmail.com

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