

# What to look for on your lease

Before you sign a lease, use this check-list to ensure your landlord has included the following:

## Personal Information

- Landlord name(s) and contact information.
- Your name and contact information.
- Guarantor name and contact information, if applicable.
- Rental property address.
- Your emergency contact.

**Remember:** You are not required to provide personal information such as your Social Insurance Number.

## Payments

- Agreed upon rent amount and how to pay (e.g. online or post-dated cheques).
- What utility costs are included and not included (e.g. heat, hydro, water, gas, internet etc.).
- Amount and terms of deposit, if applicable.
- Key deposit, if applicable.
- Amount and terms of security/damage deposits, if applicable.
- Allowable rent increases (not to exceed legal maximum rent increase limit).
- Late payment charges.
- Any rent discounts, if applicable.

## Timelines

- The date that rent is due each month.
- The terms of the rental period (e.g. one-year, month-to-month, six-months).
- The amount of notice a tenant must give before terminating lease (e.g. 60 days).
- The amount of notice a landlord must give before terminating a lease.



# Rules and Responsibilities

- When and how a landlord can enter the premises, and how much notice they can give you (legal minimum notice is 24 hours).
- Restrictions such as no pets, smoking, painting walls, noise during specified hours.
- What maintenance are your responsibility (e.g. lawncare, snow removal). **Most maintenance, repairs, health and safety conditions are a landlord's responsibility. This may include plumbing, heating, safe walkways and steps and pest removal.**
- Timeline for repairs.
- Restrictions and responsibilities for subletting your space.
- Conditions for termination of a lease.
- Landlords cannot prohibit animals from the rental unit (condos may be excluded from this).
- Landlords cannot stop tenants from having guests, require permission/notice to have guests, or charge extra fees due to guests in the unit.

**Reminder:** Be sure to thoroughly review your lease, including any appendices, to ensure that you understand the terms and conditions of your rental agreement.

