

# Simplified Landlord Checklist

## Human Rights and Rental Housing Checklist

### Landlord Requirements as per the Ontario Human Rights Code (OHRC)

Ensure that your tenant screening applications, tenancy agreements, eviction procedures, repair schedule and any policies and procedures you have in place for your rental unit business do not discriminate against tenants or potential tenants based on the following protected grounds, as per the Ontario Human Rights Code:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression
- Receipt of public assistance (in housing only)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation

When screening potential tenants, you can ask for the following:

Rental History, credit references and/or credit checks (a lack of rental or credit history should not be viewed negatively)

Income information, however:

- You must also ask for and consider it together with any information on rental history, credit references and credit checks
- You may only consider income information on its own when no other information is made available
- You may only use income information to confirm that the person has enough income to cover the rent
- You can ask for a guarantor but only if you require this of all tenants

For more details, please visit the Ontario Human Rights Commission website by [clicking here](#).

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### Landlord Requirements as per the Accessibility for Ontarians with Disabilities Act (AODA)

Landlords must make accommodations for tenants with special needs, up to the point of undue hardship, meaning that accommodations must be made unless the cost will put the landlord out of business and cannot be offset by outside sources of funding. Depending on tenants' specific needs, landlords may need to make accommodations to:

Rental units

Building entrances, elevators, sidewalks or parking areas

Rules, policies and/or procedures

Landlords should also assess if they can provide help or referrals to tenants who are unwell or disrupt other tenants due to disabilities or harassment before moving to eviction proceedings. Contact your local Housing Help Centre for assistance.

For a complete, easy-to-use workbook on implementing the AODA, please click here for a copy of [Unlocking the AODA: A Guide for Landlords in Ontario](#), a complete, easy-to-use workbook created by the Centre for Accessibility for Ontarians with Disabilities (CERA).