

# Simplified Landlord Checklist

## Landlord and Tenant Legal Responsibilities Checklist

### Landlord and Tenant Responsibilities in Tenancy Agreements

According to the RTA, landlords are responsible for:

Keeping the unit in a state of good repair

Ensuring the provision of vital services such as gas, hydro, hot and cold water

Not interfering with their tenants' reasonable enjoyment of their apartments

Not harassing tenants

Providing new keys to tenants when changing the locks

Maintaining tenants' privacy by giving 24 hours' written notice before entering the unit to:

- To do repairs
- To allow a mortgagee or insurer of the building to inspect the unit
- To inspect the rental unit to make sure it complies with maintenance and standards, health and safety etc
- To show the unit to a prospective buyer if the owner is selling the property

Entering the unit without 24 hours' notice:

- In case of emergency
- If the tenant consents to entry at the time of entry
- To show the unit to prospective tenants if the landlord and tenant have agreed to end the tenancy. The landlord does not have to give 24 hours' notice but does need to make reasonable effort to inform the current tenant ahead of time, and entry must be between 8 AM and 8 PM.
- To clean the unit but only if this is part of tenancy agreement, and only at times specified in the agreement or, if no time specified, between 8 AM and 8 PM.

Providing information to new tenants relating to the rights and responsibilities of landlords and tenants, the role of the Board and how to contact the Board

Providing this information on or before the date the tenancy begins. [Click here for a printable copy of the Landlord and Tenant Board's pamphlet "Information for New Tenants"](#)

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Collecting no deposit other than:

- Last month's rent deposit. This cannot be more than the cost of rent for one month and must be returned to the tenant at the end of the tenancy. (The deposit is often applied to the last month's rent.) Please note that:
  - \* The landlord must pay the tenant the interest collected on this deposit
  - \* The landlord is not required to collect this deposit and may waive it or have it paid over a series of smaller payments as they see fit
  - \* Key deposit – this cannot be more than the cost of a new key or FOB

Using the new standardized lease, which can be found by clicking [here](#)

Terminating tenancies only in accordance with legal reasons for eviction under the Residential Tenancies Act

### Tenant Responsibilities

Tenants are responsible for:

Ordinary cleaning of the unit

Repairs to the unit for undue damage to unit or complex caused by willful or negligent conduct of the tenant or their occupant or guest

Informing the landlord when repairs may be needed

Paying the rent in full and on time, in accordance with the tenancy agreement

Respecting any rules set forth in the tenancy agreement, as long as they don't contravene the Residential Tenancies Act

Not interfering with the reasonable enjoyment of other tenants

Not harassing or interfering with the landlord

Not changing any locks

Provide the correct amount of notice to end the tenancy in accordance with the Residential Tenancies Act

For full details on the Residential Tenancies Act, [please click here](#). Landlord and tenant responsibilities can be found starting at section 20 and rules around notice to end the tenancy can be found starting at section 43.