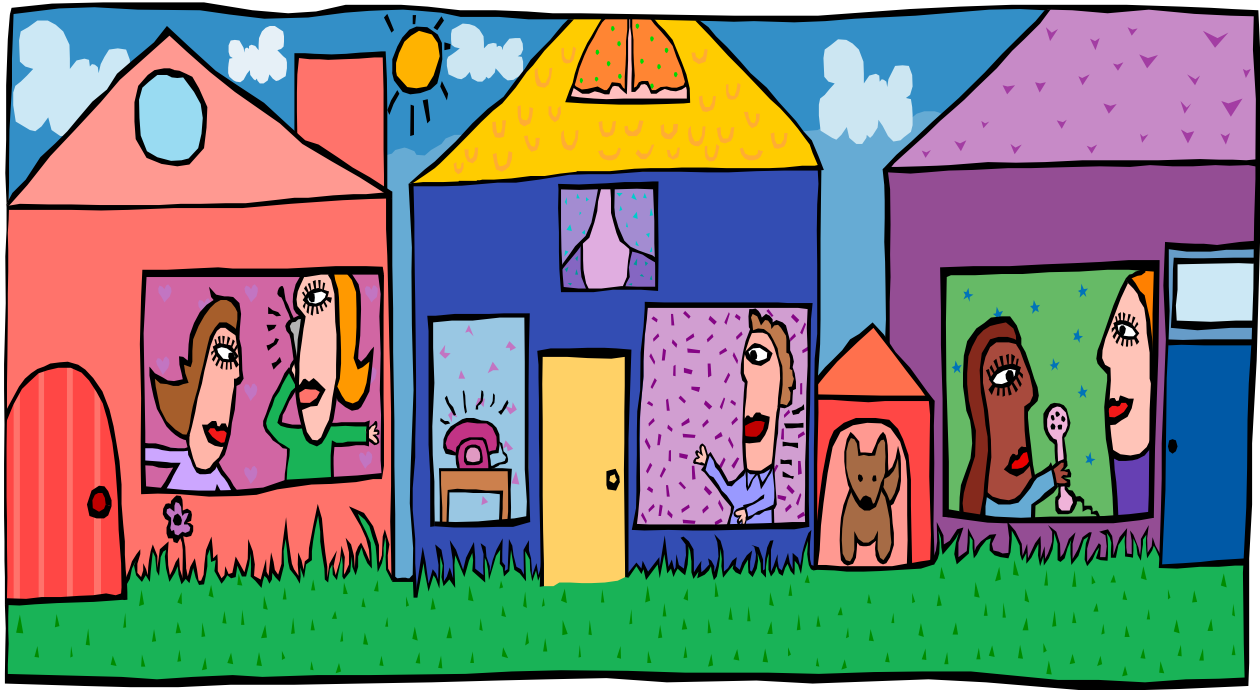


A Place to Call Home

Tenancy Information



**Developed by the Prince Albert Literacy Network
2023**

A Place to Call Home Tenancy Information 2023

Developed by the Prince Albert Literacy Network
Unit 525 - 1403 Central Avenue
Prince Albert, SK S6V 7J4
Phone: 306-922-6736

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These materials may be viewed and downloaded at
www.princealbertliteracy.ca



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Appendix - Presentation Slides

Housing Checklist

v	General	My Notes
	big enough, number of rooms	Allows children? How many?
	affordable	
	clean & good condition	
	laundry machines	In Unit? Cost? Shared?
	school	
	safe play area	
	bus stop	
	grocery store	
	safe neighbourhood	
	allows smoking	
	allows pets	

Continued on the next page

✓	Safety	My Notes
	smoke & carbon monoxide detectors	
	stairs, railings, balconies	
	flooring	
	water marks, mold	
	taps, drains	
	windows, screens, locks	Basement windows must be large enough and will open to get out in emergency
	doors, fire escape routes	
	building security system	
	appliances	
	yard	

Additional Comments:

Monthly Budget

Your income must be more than your expenses. So, you may need to spend less in some areas than you would like to spend.

Income (after deductions "net") each month	
Employment income	\$
Employment insurance	
Saskatchewan Income Supplement (SIS)	
Saskatchewan Employment Supplement (SES)	
Education and Training Incentive (ETI)	
Saskatchewan assured income assistance for disability (SAID)	
Canada Child Benefit	
Child support payments	
Other income	
Other income	
Total income	\$

Expenses	
Housing expenses: rent, mortgage, repairs, taxes, condo fees	\$
Utilities: gas, power, water	
Insurances eg. tenant, house, car	
Food	
Clothing	
Telephone/cell phone	
Personal care and hygiene items	
Health: medications, eye glasses, dental	
Eating out	
Recreation: movies, kids' activities, gifts, holiday expenses	
TV, Internet, Netflix	
Transportation: bus, parking, vehicle plates, maintenance	
Vehicle gas	
Childcare	
Debt: credit card payments, car loan payments	
Savings: RESP, RRSP, emergency fund	
Education: books, tuition, supplies	
Other expense: charity or other expenses	
Total expenses	\$
Total income minus total expenses for the month	\$



How to Save Money on Utilities

Lighting

- Use energy efficient light bulbs
- Turn off lights you are not using



Heating

- Set temperature at night to 17 C (65 F)
- Change furnace filter every 4 months
- Seal drafts around doors or windows



Water

- Wash clothes in cold water
- Hang clothes outside to dry
- Fix any running toilets or leaking taps
- Put in a low flow shower head



How to Find a Rental Place in Prince Albert

Internet Web Sites

- www.facebook.com/marketplace
- www.kijiji.ca
- www.paherald.sk.ca
- www.panow.com
- www.pahousingauthority.com
- www.riverbankdevelopment.ca

Bulletin Boards

- grocery stores
- schools
- public places

Newspapers

- Prince Albert Daily Herald
- Prince Albert Shopper

Telephone Book

- apartment rental agencies
- apartments
- housing rentals
- rental agencies' properties

“For Rent” Signs

Affordable & Special Housing Organizations

- Listed on the following pages

Prince Albert Rental Organizations

This is a list of organizations that provide affordable and special needs housing, plus the type of housing they provide. It does *not* list all the private housing available in Prince Albert.

Prince Albert Housing Authority is a Saskatchewan Government housing project for lower income seniors, individuals and families. Rent is based on income. They also manage the Saskatchewan Polytech Prince Albert Campus student housing.

Rental programs it provides:

- Seniors housing
- Housing for younger, low income disabled people may be available in their seniors' suites if a special application is made to them
- Subsidized low income housing for families; a fixed percentage of income is charged.
- Student housing for Saskatchewan Polytech students; two units are wheelchair accessible.
- **Contact: 306-953-7420** **230 - 8th St. East**

Northern Spruce Housing Corporation is a non-profit organization that provides housing for low income aboriginal parents who are working or going to school and have dependent children.

Rental programs it provides:

- Low income housing based on a percentage of income
- Affordable housing with fixed lower rents
- **Contact: 306-922-4122** **31 - 13th St. East**

River Bank Development Corporation is a non-profit organization that provides affordable housing.

Rental units it provides:

- Cedar Brook Apartments on 15th St. West.
- three units for people with acquired brain injury
- **Contact: 306-763-4221** **1350 - 15th Ave. West**

Prince Albert Community Housing Society is a non-profit Metis organization that provides housing in 4-plexes, duplexes and houses for anyone with low income.

Rental units it provides:

- complexes for seniors
- four units for grandmothers caring for grandchildren
- low income housing for individuals and families based on a percentage of income
- affordable housing with fixed lower rates
- **Contact: 306-922-5440** **425 - 13th St. East**

Prince Albert Grand Council is a partnership of several First Nations Bands that has a few rental units available in Prince Albert.

Rental units it provides:

- two 4 plexes for small families, students or individuals
- **Contact: 306-953-7200** **2300 - 9th Ave. West**

Government Supplements

- Saskatchewan Income Support (SIS)
<https://www.saskatchewan.ca/residents/family-and-social-support/financial-help/saskatchewan-income-support-sis>
- Saskatchewan Employment Supplement (SES)
<https://www.saskatchewan.ca/residents/family-and-social-support/financial-help/income-support-for-working-families-or-parents>
- Saskatchewan Assured Income for Disability (SAID)
<https://www.saskatchewan.ca/residents/family-and-social-support/people-with-disabilities/income-support-for-people-with-disabilities>
- Education Training Incentive (ETI)
<https://www.saskatchewan.ca/residents/jobs-working-and-training/job-training-and-financial-support-programs/education-and-training-incentive>
- Saskatchewan Housing Benefit
<https://www.saskatchewan.ca/residents/housing-and-renting/renting-and-leasing/saskatchewan-housing-benefit>
- Federal Housing Program for New Immigrants and Refugees
<https://www.cmhc-schl.gc.ca/en/buying/newcomers-housing-information>

Saskatchewan Government Contact for Information:

1 - 866 - 221 - 5200

Or do an internet search for any of these programs

Checking Out a Place to Rent

- Always tour a place and talk to the landlord or manager before paying any deposit money to avoid being scammed. Do you feel comfortable with this person?
- Keep a housing notebook to make notes on each place you visit.
- Using the Housing Checklist for both general and safety items, walk through all the rooms carefully. Check off items that are OK and make any notes.
- Ask any questions you have about the property. Be polite and respectful. The manager or landlord need to answer your questions.
- You may want to talk to someone already living there and ask about any problems they know about as well as what is good about the place. You may want to talk to people in the neighbourhood about the area.

Questions to ask: *Remember to write the answers in your notebook.*

1. What is available in the neighbourhood (use the checklist)?
2. How much is the rent each month? When AND who do I pay each month?
3. How much is the security deposit? When is it due?
4. What utilities do I have to hook up & pay for? How much are the average monthly utility costs?
5. Is there a “moving-in checklist” to make notes of any damage or problems that already exist before I move in?
6. Who do I contact for any **emergencies**, such as heat going out, water line breaking, smell of gas?
7. Who do I contact for maintenance problems that are **not** an emergency?
8. Is there a rental agreement (a lease)?
9. How long do I have to keep the apartment? If I leave early, how much do I have to pay?
10. Are children allowed? Are pets allowed?
11. Is smoking allowed?

River Bank Development Corporation Housing Application

1350 15th Avenue West, Prince Albert, SK S6V 5P2
Phone: 1-306-763-4221 Fax: 1-306-763-4245

Preferred Move Date

____/____/____
Day Month Year

Number of Bedrooms Required

Applicant:

Last Name First Name Initial

Date of Birth:

____/____/____ Martial Status: _____ Gender: _____
Day Month Year

Tel:

Home

Cell

Email Address:

Present Address:

Street

City

Province

Postal Code

How long have you lived there? _____

Previous Address:

Street

City

Province

Postal Code

How long did you live there for? _____

Present Living Accommodations:

Number of bedrooms in current accommodation? _____

Monthly Shelter Costs:

Rent _____ Gas _____ Power _____ Water _____

Please explain your reasons for wanting to leave your present accommodations:

Applicant:

Last Name First Name Initial

Date of Birth:

____/____/____ Martial Status: _____ Gender: _____
Day Month Year

Tel:

Home

Cell

Email Address:

Present Address:

Street

City

Province

Postal Code

How long have you lived there? _____

Previous Address:

Street

City

Province

Postal Code

How long did you live there for? _____

Present Living Accommodations:

Number of bedrooms in current accommodation? _____

Monthly Shelter Costs:

Rent _____ Gas _____ Power _____ Water _____

Please explain your reasons for wanting to leave your present accommodations:

**River Bank Development Corporation
Housing Application**

1350 15th Avenue West, Prince Albert, SK S6V 5P2
Phone: 1-306-763-4221 Fax: 1-306-763-4245

Applicant Financial Information		Co-Applicant Financial Information	
Wages (Monthly)	\$	Wages (Monthly)	\$
Social Services	\$	Social Services	\$
Training Allowance (PTA)	\$	Training Allowance (PTA)	\$
Employment Insurance	\$	Employment Insurance	\$
Child Support	\$	Child Support	\$
Employment Supplement	\$	Employment Supplement	\$
Child Benefit	\$	Child Benefit	\$
Other	\$	Other	\$
Total	\$	Total	\$

Employment Information:		Employment Information:	
Company Name:		Company Name:	
Company Address:		Company Address:	
Position Title:		Position Title:	
Supervisor Name:		Supervisor Name:	
Start Date		Start Date	
End Date		End Date	

Names Of Others That Will Be Living With You:

Surname	First Name	Relationship to Applicant	Gender	Age

I hereby acknowledge that the information contained in this application is correct.

Dated at _____ this _____ of _____, 20____
Community Day Month Year

Applicant Signature: _____ Co-Applicant Signature: _____

River Bank Development Corporation Housing Application

1350 15th Avenue West, Prince Albert, SK S6V 5P2
Phone: 1-306-763-4221 Fax: 1-306-763-4245

Landlord Reference Form

Both applicant and co-applicant should submit a landlord reference form.
Form must be completed by landlord themselves.

Name of Tenant(s): _____ Tenancy Started: _____ Tenancy Ended: _____

Tenant #1 _____ Tenant #2 _____ Month / Year _____ Month / Year _____

Rental Address: _____
Street City Province Postal Code

Number of occupants _____
Adults Children

Number of bedrooms _____

Utilities Paid by Tenant: Power ☐ Water ☐ Heat ☐

Rent \$ _____ Damage deposit \$ _____ Deposit returned \$ _____ Balance Owing \$ _____

Do/Did you receive any complaints about the tenant? Yes ☐ No ☐

Comments:

Does/Did the tenant violate the lease agreement or any company policies? Yes ☐ No ☐

Comments:

Does/ Did the tenant have a history of paying rent on time? Yes ☐ No ☐

Comments

Does/ Did the tenant have good housekeeping skills? Yes ☐ No ☐

Comments:

Does/Did the tenant provide proper notice to vacate? Yes ☐ No ☐

Comments:

Would you rent to the tenant again? Yes ☐ No ☐

Comments:

Signature of Landlord	Printed Name of Landlord	Phone Number	Date	Company
-----------------------	--------------------------	--------------	------	---------

SAMPLE RENTAL (LEASE) AGREEMENT

RIVER BANK DEVELOPMENT CORPORATION LEASE AGREEMENT

This lease agreement made in duplicates this _____ day of _____, A.D. **20**_____.

BETWEEN:

RIVER BANK DEVELOPMENT CORPORATION
1350 15th Avenue West, Prince Albert, Saskatchewan S6V 5P2

(Hereinafter called the Landlord)

AND:

(Hereinafter called the Tenant)

1. Premises

In consideration of the receipt of rents and the covenants hereinafter set forth, the Landlord does lease to the Tenant the following property:

2. Use

The Tenant shall use and occupy the Premises only as a private residence for occupation by the Tenant.

3. Term

The Tenancy created by this agreement shall be a month-to-month tenancy commencing on the **1st** day of _____ **20**_____ and continuing thereafter from month to month until such time as terminated by either party in the manner set out below. The Landlord shall give the Tenant written notice of any changes in the monthly rent in accordance with the provisions of The Residential Tenancies Act.

4. Security Deposit

The Landlord acknowledges receipt of **\$0.00 of the \$0.00 owing** from the Tenant as a security deposit. The deposit is to be held in trust for the Tenant throughout the duration of the agreement, but the Landlord may apply any part or the hole of the deposit against any indebtedness of the Tenant to the Landlord whether for rental, damage or otherwise.

5. Rental

(a) The rent payable by the Tenant under this agreement shall be **\$0.00** as determined by the Board of River Bank Development Corporation, commencing on the **1st** day of 20, which the Tenant agrees to pay to the Landlord at the Landlord's office, 1350 15th Avenue West, Prince Albert, Saskatchewan S6V 5P2. The rent shall be payable in advance and must be received by the Landlord no later than the first day of each and every month during the term of this agreement.

(b) If the rental period begins other than the first day of a month, the Tenant hereby agrees to pay to the Landlord the prorated amount of **\$0.00** covering the period from to **20**.

6. Rates and Changes

In addition to the Lease Rent, the Tenant shall pay shall pay the following monthly charges:

- (a) Domestic electricity
- (b) Other (specify):
- (c) A service charge of \$25 for each personal cheque that is returned to the Landlord from the Tenant's banking institution.

7. Abandonment

Should the Tenant fail to take possession of the premises at the commencement date set out in this agreement, or abandon the premises or die before the termination of this agreement, the Landlord may, after giving proper notice to the office of the rentalsman take possession of the premises without notice or demand and re-let the premises to whomsoever the Landlord may wish, without prejudice to the Landlord's rights to recover rent which may be then outstanding or to be compensated for damages to the premises.

8. Alterations

The Tenant shall not make any alterations, additions or improvements to the premises without the previous written consent of the Landlord. If any alterations, additions, or improvements are made, the premises shall be returned to their former state and condition upon the termination of this agreement unless the Landlord desires such alterations, additions or improvements to remain, in which case they shall become the property of the Landlord without any compensation or indemnity being allowed to the Tenant.

9. Assumption of Risk

The Landlord is not responsible for the Tenant's personal belongings. It is the responsibility of the Tenant to place insurance of any and all kinds necessary for protection against loss, theft, destruction or breakage of the Tenant's property. All of the Tenant's personal property and the personal property of anyone else used or kept by the

Tenant and placed in the premises is at the risk of the Tenant or the person to whom the property belongs.

10. Indemnification

The Tenant and the Tenant's personal representative shall indemnify the Landlord against any and all claims, actions, damages, liabilities and expenses in connection with any loss of life, personal injury, loss of or damage to property arising from or out of the use by the Tenant of the premises or any part thereof. The Tenant will further indemnify the Landlord against all such claims, actions, liabilities and expenses occasioned wholly or in part by any action or omission of the Tenant, or any of the Tenant's agents, family, servants, guests, licensees and pets.

11. Damage by Fire and Lightning

In the event that the leased premises are damaged by fire, lightning or any other cause, the Landlord shall have the option to terminate this lease by notice in writing to that effect given to the Tenant. In the event that the Landlord shall decide to repair or rebuild the premises and the enjoyment of the premises by the Tenant shall be materially interfered with by such repairs or rebuildings, the rent payable during the period of repair or reconstruction, shall be decreased in an amount mutually agreed upon by the parties to this agreement. The amount of such decrease of rent shall be in proportion to the extent to which the enjoyment of the leased premises is materially interfered with.

12. Regulations

The Tenant hereby acknowledges that he has read, understood and received a copy of the Tenant's Regulations set out in Schedule "B" to this lease and which are attached to and form part of this lease. The Tenant agrees to comply with the said regulations and any amendments thereto.

13. Termination

a) It is agreed that the Tenant may terminate this lease by giving notice in writing to the Landlord either delivered personally to the office of the Landlord, as hereinbefore specified, or by mail addressed to the Landlord at that address. Such notice shall be given on or before the last day of one month of the tenancy to be effective on the last day of the following month of the tenancy.

b) It is agreed that the Landlord may terminate this lease by giving notice in writing to the Tenant personally or by any means provided in The Residential Tenancies Act.

c) Notwithstanding anything to the contrary contained in this lease, should the

Tenant be in default of payment of rent for a period in excess of 15 days, the Landlord may terminate this lease by giving immediate notice in writing to the Tenant personally or as provided in sub-paragraph (b) hereof and this lease shall thereafter be at an end.

14. Surrender

At the termination of the present lease, the Tenant shall surrender the premises in like condition as at the commencement of the term of the lease, reasonable wear and tear and damage by fire or another extraordinary event excepted.

15. Changes

No change in the provisions of the present lease shall be deemed to have been made unless established in writing between the parties. Provided that the Landlord as it deems appropriate may from time to time change any of the regulations in Schedule "B" hereto without the consent of the Tenant. Delay or failure to exercise any right or duty of the parties under the present lease or general law applicable shall not constitute waiver or renunciation in whole or in part.

16. Sublet

The Tenant shall not assign or sublet the Premises or any part thereof.

17. Acknowledgment

The Tenant hereby acknowledges receipt of a copy of this lease document and Schedule "A", Wherever in this lease reference is made to the Tenant, such reference shall be deemed to include the feminine as well as the masculine gender and the heirs, executors and administrators of the Tenant, as the case may be. Where there is more than one Tenant, all Tenants are deemed to be joint Tenants and all covenants contained herein are joint and several as between all Tenants, their respective heirs, executors and administrators, as the case may be.

18. Landlord's Address

For the purpose of this lease, the address of the Landlord shall be 1350 15th Avenue West, Prince Albert, Saskatchewan, S6V 5P2 until the Landlord shall give notice of a different address to the Tenant.

IN WITNESS WHEREOF the parties hereto have hereunder set their hands and seals at Prince Albert, Saskatchewan, on the _____ day of _____, 20____.

Tenant

Witness

Tenant

RIVER BANK DEVELOPMENT CORPORATION

Per: _____

SCHEDULE “B”
TENANT’S REGULATIONS

Rent

1. Your rent is due on the FIRST day of each month. **If rent payment is not received by the 5th of each month a \$20.00 late fee will be charged in addition to your regular rent.**
Continuous late rent payments can result in an eviction.
2. All rent must be paid promptly and in advance at 1350 15th Avenue West, Prince Albert, Saskatchewan S6V 5P2.
3. All utilities must remain connected and in the tenant’s name during the entire course of the tenancy.
4. **The rented premise is to be used for residential purposes only and for no other purposes. The premises are to be occupied only by those persons listed in this agreement without the prior written consent of the Landlord.**
5. The Parking area is limited to one licensed and operable vehicle. No overhauling of vehicles permitted in the parking lot.
6. Appliances, including coin operated washers and dryers are for the tenant’s use only.
7. **Every year the tenant or tenants over the age of 18 will submit a copy of their previous year income tax to our office.**

Annual Reviews

8. Every year we will ask you to sit down with the River Bank Development Corporation Housing Coordinator to review your tenancy.
9. You must be available for this meeting.

Reporting Changes in Your Income

10. Report any changes to your income (increase or decrease) right away!
Do not wait until an annual review.
11. Report these changes to your Housing Coordinator in person or phone 763-7459 and leave a message if necessary.

Your Home

Appliances

12. Every apartment has a fridge and stove in working order.
13. You must clean them regularly.
14. All damages to the appliances will be **YOUR** responsibility!
15. Your rental unit does not have air conditioning.

Cable

16. Cable is **NOT** included in your rent.
17. Cable can be purchased through Shaw or Sasktel at your own expense.
18. You may **NOT** attach a satellite dish to the building.

Sask Energy, Sask Power and Water

19. Sask Energy and Water may or may not be included in your rent.
20. You are responsible for paying your own Sask Power bill, Sask Energy bill and Water bill if applicable.

Saving Energy

You can help keep your costs down by following these tips:

21. If your unit is too hot in the winter, don't open your windows. Turn down the thermostat!
22. In the kitchen put lids on cooking pots. Never leave stove elements on after use, or use the oven to heat your apartment. Don't leave the fridge door open and don't set the fridge temperature at the highest setting.
23. Ask for repairs of leaking taps in your kitchen or bathroom.
24. Broken windows or faulty sliders can cause drafts and waste energy.
25. Turn off lights when you leave the room. Plug electronics into a power bar and switch off the entire power bar when not in use. Turn down the thermostat when you go out for long periods. Close the blinds to keep out the heat on summer days and open them in the winter to let in the sunshine.

Garbage

26. Tie all garbage in black plastic bags or small white bags. Put your garbage in the appropriate garbage containers and put the garbage or recycling containers on the street on the appropriate day. Do not leave garbage on the balconies or decks of your units.
27. To get rid of large items contact our office @ 763-4221. **Do not leave items outside by the garbage or on the lawn.**

Pests

Unfortunately, mice and other pests can sometimes get into buildings. They are worst in places that are unclean, cluttered, overcrowded or too warm.

Help control these unwanted visitors by...

28. Keeping your unit clean. Dispose of garbage properly.
29. If you spot insects or pests tell our office immediately. If treatment is needed, follow the preparation instructions exactly to get the best results.
30. Do not feed pigeons, squirrels or stray animals. This can attract such pests as mice, rats, skunks and raccoons.

Bedbugs

Bedbugs can become a problem. Controlling them depends on fast and thorough action.

31. Report any infestation to our office @ 763-4221 (leave a message if necessary)
32. If treatment is needed, follow instructions exactly, otherwise treatment will not work.
33. Do not throw out infested furniture or mattresses. This will only spread the problem.
34. Get rid of bedbugs and other pests by getting rid of clutter and sweeping & washing regularly.

Your Building

Laundry Room

35. There is one coin-operated washing machine and one coin-operated dryer for **TENANT USE ONLY!** **If your unit has come equipped with a washer and dryer please take care not to overload the machine and use the appropriate laundry detergent made for the machine. Please clean lint screens after every load.**
36. If a washing machine or dryer needs repair, please report it to our office at 763-4221. If you phone after hours and a leave a message your call will be returned on the next business day.
37. To get the cleanest clothes and to stop the machines from breaking down, do not overload the appliances.
38. Use cold water to save energy and do not over fill machine with water. Use small loads and proper water levels per load.

Parking

39. All vehicles making use of the parking spaces must belong to the tenant or guest of the tenant. Visitors must park on 15th street and not block traffic in the rear lane.
40. Should you or your visitors' vehicle be in the wrong stalls, or be blocking traffic by parking along the fence in the back lane, it can be towed.
41. All tenants must park in their designated parking stall and avoid blocking other parking stalls.
42. All vehicles must have valid insurance and must be in working condition.
43. If a vehicle has to be towed it will be at the owner's expense.

Consideration of Others

44. The Tenant in the premises shall permit no noise, which in the opinion of the Landlord may disturb the comfort of other Tenants.
45. **No dog, cat or other animal shall be brought in or kept in the premises, except with the written permission of the Landlord.**

Maintenance

46. The Tenant shall keep the premises clean and dispose of all garbage in the proper manner and shall keep all drains free and unobstructed.
47. The Tenant shall preserve in good order and condition the lawn, garden, plants and trees belonging to the premises.
48. The Tenant shall use the yard entrance and walks in a proper manner. All Tenants must keep their allocated parking space, if applicable, and garbage disposal area clean and tidy at all times.
49. Should windows be left open causing plumbing to freeze or allowing rain or water to damage floors or walls, the Tenant is responsible for such damage.
50. The Tenant shall report immediately to the Landlord any and all damage to the premises.
51. Permanent changes are not allowed.
52. You may hang pictures (not excessive); you will be responsible for repair of nail holes.
53. Contact your Housing Coordinator or phone 763-7459 before you attempt to attach anything to the walls or doors.
54. Small picture hooks or small nails only may be used for the hanging of pictures
55. Balconies are for the storage of BBQ's and outside furniture only. Bikes are not allowed in the building.

Emergency Repairs

56. Call 763-4221 for heat and electricity emergencies.
57. Call 763-4221 for major leaks, toilet overflows and flooding.

Routine Repairs

Contact our office @ 763-4221 as to the area of concern. Remember to fill out a Tenant Maintenance Request form for routine repairs such as....

58. Appliances are not working properly.
59. Broken plumbing or light fixtures.
60. Damaged floors, walls, ceilings, doors and windows.

Charges

61. Always report problems right away to our office @ 763-4221.
62. There is no charge for normal maintenance, however some charges may apply if:
 - Your family or guests damage your apartment or common spaces or any property associated with River Bank Development Corporation.
 - Repairs are needed because you did not take proper care of your apartment. This may include emergency work. Example: you may have to pay for damages from a water leak you did not report.
 - You lose your keys.
 - You ask for service after hours for work that is not an emergency.
 - Your unit is in bad condition (beyond normal wear and tear) when you move out.

Safety

63. The Tenant must keep and observe all health, fire and police regulations of the Province and municipality.
64. No additional electric wiring or heating unit shall be installed in the premises except with the approval of the Landlord in writing.
65. No combustible material or flammable liquid shall be kept on the premises.
66. If Tenants are absent from the premises and the premises remain unoccupied for a period of four consecutive days or longer, the Tenants are to arrange for daily inspections by a competent person.
67. No additional locks shall be placed on any doors of the apartment or premises without the written consent of the Landlord.

Management

68. The premises must be used for residential purposes only, and the Landlord must first approve any other use.
69. The Tenant shall not place or expose or allow to be placed or exposed anywhere in the premises within or without, any placard, notice, plate or sign for advertising purposes, nor shall the Tenant affix to the premises or erect thereon any radio or T.V. antennae or towers, without the written consent of the Landlord.
70. The Landlord shall have the right to amend the Tenant's Regulations and make from time to time such additional regulations as in its judgment may be necessary for the safety, care and cleanliness of the premises and for the preservation of good order therein and such regulations shall be kept and observed by the Tenant.

Privacy

You have the right to privacy in your apartment. Staff or contractors will only enter your apartment if...

- We give you 24-hour notice, or
- There is an emergency such as a fire or flood, or staff believe a tenant is hurt or ill and needs their help, or
- You are at home, answer the door and give the staff or contractor permission to enter.
- You have given verbal permission on maintenance request forms.

Policy: Entering a Resident's Apartment

River Bank Development staff wishes to respect the privacy of all residents of River Bank Development Corp. However, staff will enter a resident's unit, after knocking, without his/her permission given the following circumstances:

1. If there are concerns regarding damage to the apartment, i.e. fire, flooding, etc.
2. If there are concerns regarding the physical and/or mental health of the resident which in our opinion requires staff intervention?

Rent Receipt Sample

This is an example of what a receipt can look like. It can be used for rent or any other payments. You may photocopy these to use for those times when your landlord does not have any receipts ready to give you.

.....

RENT RECEIPT

Date: _____

Received from: _____ Amount: _____

Payment for: _____

For example: rent for month or security deposit

<input type="checkbox"/> Cheque #	<input type="checkbox"/> Full Payment
<input type="checkbox"/> Cash	<input type="checkbox"/> Partial Payment
<input type="checkbox"/> Etransfer	<input type="checkbox"/> Amount Outstanding

Received by: _____

.....

RENT RECEIPT

Date: _____

Received from: _____ Amount: _____

Payment for: _____

For example: rent for month or security deposit

<input type="checkbox"/> Cheque #	<input type="checkbox"/> Full Payment
<input type="checkbox"/> Cash	<input type="checkbox"/> Partial Payment
<input type="checkbox"/> Etransfer	<input type="checkbox"/> Amount Outstanding

Received by: _____

Good Tenant Checklist

How many of these items can you check off? Remember, it is best to make a good impression with your landlord and neighbours right from the start. They will be your future references!

- ☐ Pays full amount of rent, on time
- ☐ Pays any utility bills on time
- ☐ Causes no damage to the property
- ☐ Does no illegal activity on premises

- ☐ Keeps the suite clean
- ☐ Makes sure garbage is in bags or containers and is cleared away often
- ☐ Has no pets, without permission
- ☐ Follows rules of the apartment regarding smoking, vaping or pot

- ☐ Leaves no junk or garbage in the yard
- ☐ Keeps the area around furnace and water heater clear
- ☐ Allows no “extra” people to live in the unit
- ☐ Follows the rules of the rental agreement (lease)

source: Regina Renter's Guide 2013 published by projectpeople@gmail.com

Rules for Renters & Guests

- Tenant is responsible for what any visitors do in the suite (and can be evicted if guests don't follow the rules)
- Neighbours have a right to quiet, so no loud noise
- Tenant is responsible for costs to repair any damage
- No one can move into suite without landlord's permission
- Visitors can stay only a restricted number of days
- No smoking, vaping or pot in the building unless landlord allows this
- No illegal activities are allowed
- Tenant is responsible to keep the suite clean
- Any problems must be reported to manager or landlord

Reporting a Problem to the Landlord

Letter Outline

Your Name

Your Rental Unit Address

Today's Date

Landlord Name

Landlord's Mailing Address

Dear _____,

I am writing to tell you about a problem that needs fixing in my rental unit.

(Describe the problem with details, including dates if appropriate.)

I would appreciate it if you would fix this problem as soon as possible.

Thank you for your attention to this matter.

Sincerely,

(Sign Your Name Here)

Notice to Vacate: Cause

The Residential Tenancies Act, 2006 [Section 58]

Office of Residential Tenancies

Questions about your rights?

Contact the Office of Residential Tenancies (ORT) at 1-888-215-2222 or ORT@gov.sk.ca or visit Saskatchewan.ca/ort

Rental Unit Address: _____

Tenant Legal Name(s): _____

This is one month's notice to terminate your tenancy of the above property as of DD/MM/YYYY OR the last day of the next month of your tenancy after delivery of this notice, whichever is later. You must vacate on or before that time. The reason for giving this notice is as follows:

The amount of rent payable under the agreement is \$ _____ (per month).

This notice is also to advise that you may be held responsible for any and all rent loss suffered as a result of your breach of the tenancy agreement.

Date Printed: _____

Signature of Landlord/Agent

Landlord Legal Name: _____

Landlord Mailing Address: _____

Landlord Email: _____

Tenant: To dispute this notice, complete the dispute notice below and return it to the landlord within 15 days of receiving this notice. If you do not dispute the notice within 15 days, you will be deemed to have accepted that the tenancy ends, and you must vacate by the date indicated on this notice or earlier.

TENANT DISPUTE NOTICE

Tenant Legal Name(s): _____

I/We hereby dispute the above notice served on me/us by the landlord.

Date: _____

Signature of Tenant(s): _____

INFORMATION

This completed notice must be served pursuant to subsection 82(1)(a) of *The Residential Tenancies Act, 2006*. A landlord may then apply for possession of the rental unit to the ORT through the ORT's online portal at www.saskatchewan.ca/ort.

Once an application has been submitted in full, the ORT will schedule a hearing and send out the hearing notice to the landlord. The landlord MUST serve the completed hearing notice on the tenant(s) pursuant to subsection 82(1)(a). At the hearing, each party will have the opportunity to respond to the claims indicated on the hearing notice. A decision will be issued after the hearing and sent to both parties by email or mail.

If a Writ of Possession is issued, a landlord may have a Sheriff remove the tenant(s) from the rental unit.

Notice to Landlord to Terminate a Periodic Tenancy

The Residential Tenancies Act, 2006 [Section 56]

Office of Residential Tenancies

Questions about your rights?

Contact the Office of Residential Tenancies at 1-888-215-2222 or ORT@gov.sk.ca or visit Saskatchewan.ca/ort

Rental Unit Address: _____

Tenant Legal Name(s): _____

To _____ of _____
(Landlord Legal Name) (Landlord Address)

I hereby give you notice that I am terminating my tenancy and giving up possession of the premises described as:

effective DD/MM/YYYY . (Rental Unit Address)

Notices of Entry, to show the rental unit to prospective tenants, may be sent to:

Email: _____

Phone Number: _____

NOTE: If not provided, a landlord may show the rental unit to prospective tenants by posting the notice to the front door of the rental unit no later than the time of entry.

Date Printed: _____

Signature of Tenant

Tenant Legal Name(s): _____

Mailing Address of Tenant(s): _____

Email(s) of Tenant(s): _____

Notice of Landlord's Claim for Security Deposit Office of Residential Tenancies
The Residential Tenancies Act, 2006 [s. 32]

Notice: If you have been granted an accommodation by an Office of Residential Tenancies (ORT) representative, you may use this form and serve it on the tenant(s). This form must be delivered to the tenant(s) within 7 business days after the day on which a landlord has actual knowledge, or should reasonably have known, the tenant(s) vacated the premises.

If any portion of the security deposit is guaranteed by the Ministry of Social Services, a copy of this completed form MUST be sent to the ORT (ORT@gov.sk.ca) within 7 business days of the tenancy ending to claim the Letter of Guarantee.

All information provided in this application is public. Please read carefully and answer fully.

Tenant Information

Tenant Legal Name(s): _____
 Telephone Number(s): _____
 Email(s): _____
 Full Mailing Address: _____

Rental Unit Address and Tenancy Details

Address/Land Location - must be located in Saskatchewan: _____
 Tenancy Start Date (Day/Month/Year): _____
 Tenancy End Date (Day/Month/Year) - if applicable: _____

Landlord Information

Landlord/Agent Legal Name(s): _____
 Landlord Representative Name(s) - if applicable complete the Form B Power of Attorney: _____
 Telephone Number(s): _____
 Email(s): _____
 Full Mailing Address: _____

1) List the dates the security deposit was paid to the landlord and the amount (\$).

Date: _____ Payment Amount: _____
 Date: _____ Payment Amount: _____

2) Did Social Services guarantee any of the security deposit? _____ If yes, how much? \$ _____

3) What was the monthly rent when the tenancy started? \$ _____

4) How much was the security deposit? \$ _____

5) Did the tenant(s) provide a written notice to vacate? _____

If no, how and when did you learn the tenant(s) had left?

6) Was a move-out inspection done with the tenant? _____

If no, why? _____

7) Was any of the security deposit returned? _____ How much has been returned? \$ _____

I certify all of the information on this page to be true and correct:

Signature of Landlord or Agent: _____ Date: _____

Complete Page 2 to outline your claim(s) against the tenant's security deposit.

Mailing Address: 304 - 1855 Victoria Avenue, Regina, Canada S4P 3T2

Toll Free: 1-888-215-2222; Outside SK call: 306-787-2699

Online Portal Support: 306-519-6662

EEmail: ort@gov.sk.ca

November 2022 Notice of Landlord's Claim for Security Deposit Page 1 of 2

NOTICE OF LANDLORD'S CLAIM FOR SECURITY DEPOSIT*The Residential Tenancies Act, 2006, [s. 32]*

Office of Residential Tenancies

CLAIM DETAILS

Please describe your losses and their value (rent arrears/loss, damages, cleaning, etc.): (required)	Estimated Value, \$ (required)
TOTAL:	\$

I certify all of the information on this form to be true and correct:_____
Signature of Landlord or Agent_____
Date

Tenant: To dispute this notice and submit an application for the return of your security deposit, complete the Tenant Dispute Notice and Application for Return of Security Deposit section below and submit both pages 1 and 2 to the Office of Residential Tenancies (ORT) by email at ORT@gov.sk.ca within **60** days of the tenancy end date. Include proof of payment of the security deposit.

TENANT DISPUTE NOTICE AND APPLICATION FOR RETURN OF SECURITY DEPOSIT

Tenant Legal Name(s): _____

Telephone Number(s): _____

Email(s): _____

Full Mailing Address: _____

I/We dispute the landlord's claim to the security deposit (and interest, if applicable) and request a hearing into this matter for the return of \$ _____. If the \$50 non-refundable filing fee for this application is not waived pursuant to *The Fee Waiver Act*, I/we are also claiming the cost of the filing fee against the landlord.

Signature of Tenant(s): _____ Date: _____

Notice of Rent Increase

The Residential Tenancies Act, 2006 [Section 54]

Office of Residential Tenancies

Questions about your rights?

Contact the Office of Residential Tenancies at 1-888-215-2222 or ORT@gov.sk.ca or visit [Saskatchewan.ca/ort](https://saskatchewan.ca/ort)

Rental Unit Address: _____

Tenant Legal Name(s): _____

Take Notice that on DD/MM/YYYY the rent for the premises will increase from \$ _____ per month to \$ _____ per month.

In the event that this notice is not delivered to you in time for the rent increase to take effect on the above date, the rent increase will take effect on the next earliest date that it does comply.

Date Printed: _____

Signature of Landlord and/or Agent

Name of Landlord/Agent: _____

Mailing Address of Landlord/Agent: _____

Email of Landlord/Agent: _____

INFORMATION:

Landlords must give one year notice of any rent increase.

No rent increase is allowed during the first eighteen months of a new tenancy. Any notice of rent increase served during the first six months of a tenancy takes effect at the beginning of the nineteenth month of the tenancy.

No new rent can take effect until twelve months after the prior rent increase.

CONDITION OF PREMISES CHECKLIST

Office of Residential Tenancies

To be completed at move-in and move-out. Both parties should keep a signed copy.

Landlord/Agent Legal Name(s): _____**Tenant Legal Name(s):** _____**Rental Unit Address:** _____**Date of Move-In:** _____ **Date of Move-Out:** _____**Number of Keys to Tenant(s):** _____ **Number of Keys to Landlord(s):** _____

	Move – In	Move – Out Include Estimated Cost to Repair	Initials
Kitchen			
Stove			
Hood			
Refrigerator			
Dishwasher			
Microwave			
Cupboards & Doors			
Countertops & Sink			
Floor			
Ceiling			
Electrical/Fixtures			
Walls & Trim			
Windows/Window Coverings			
Other:			
Bathroom			
Bathtub/Shower			
Toilet			
Sink/Vanity			
Floor			
Ceiling			
Electrical/Fixtures			
Walls & Trim			
Windows/Window Coverings			
Other:			
Living Room/Dining Room			
Floor			
Ceiling			
Electrical/Fixtures			
Walls & Trim			
Windows/Window Coverings			
Other:			

	Move – In	Move – Out Include Estimated Cost to Repair	Initials
Bedroom 1			
Floor			
Ceiling			
Electrical/Fixtures			
Walls & Trim			
Windows/Window Coverings			
Closets & Doors			
Other:			
Bedroom 2			
Floor			
Ceiling			
Electrical/Fixtures			
Walls & Trim			
Windows/Window Coverings			
Closets & Doors			
Other:			
Bedroom 3			
Floor			
Ceiling			
Electrical/Fixtures			
Walls & Trim			
Windows/Window Coverings			
Closets & Doors			
Other:			
Bedroom 4			
Floor			
Ceiling			
Electrical/Fixtures			
Walls & Trim			
Windows/Window Coverings			
Closets & Doors			
Other:			
Basement			
Floor			
Ceiling			
Walls & Trim			
Electrical/Fixtures			
Windows/Window Coverings			
Other:			

	Move – In	Move – Out Include Estimated Cost to Repair	Initials
Hall(s) & Stairs			
Floor			
Ceiling			
Walls & Trim			
Electrical/Fixtures			
Closets & Doors			
Windows/Window Coverings			
Other:			
General			
Balcony			
Parking Spot			
Garage			
Yard			
Hot Tub			
Pool			
Electrical			
Washer			
Dryer			
Furnace			
HRV			
Other:			

Tenant Comments:**Landlord Comments:****Move-In**

Tenant Signature(s) and date: _____

Landlord Signature(s) and date: _____

Move-Out

Tenant Signature(s) and date: _____

Landlord Signature(s) and date: _____

Tenant Forwarding Address and Phone Number at Move-Out:

Rental Terms

Tenant: a person who pays another person to live in an apartment, house or townhouse.

Landlord: a person or company that allows another person to live in their apartment, house or townhouse for regular rental payments.

Property Manager: a person that a landlord or company may hire to look after rental properties. This person may or may not live in the rental property. Usually, the tenant contacts this person about any rental or property issues. This is often the person who collects the rent.

Rent: money that is paid by a tenant to a landlord, usually each month, so that the tenant can live in the landlord's property.

Rental Unit: the property that is being rented.

Services or Facilities Provided: things ***included*** along with the rental unit, such as appliances; any utilities included such as water, electricity.

Affordable Housing (also called Social or Subsidized Housing): non-profit agencies provide safe and adequate housing to families and seniors, who have low incomes and to people with disabilities. This program subsidizes rent according to your financial need.

Reference: someone who can tell the landlord if you will be a good tenant. Are you someone who would pay the rent on time, and not cause damage or other problems? A reference would also be able to tell if you might be a bad tenant. The best reference is a past landlord OR someone else who knows you well.

Lease (Tenancy Agreement): the rules and conditions that the tenant and landlord agree on and must follow when renting a place. This agreement may be written or just verbal. Both the landlord and the tenant are responsible for knowing what is in the agreement whether it is written or verbal.

Fixed Term Tenancy: an agreement that says how long the tenant agrees to rent the property. For example, 6 months or a year. Sometimes the rent paid each month is less if the tenant agrees to stay for a longer time. However, if the tenant wants to leave before the agreed upon time, they may have to pay the rent for the full time in their agreement.

Month to Month Tenancy: an agreement that says the tenant will stay at least a month and will pay rent each month – at the beginning of the month. If there is no agreement for a longer term, then it is assumed the rental will continue each month - until a notice to end rental is given. Notice must still be given at least on the day you pay your final month's rent.

Security (Damage) Deposit: money paid to the landlord before you move in. It will help pay for cleaning or repair of any damages you may have caused when you move out. It cannot be more than one month's rent and can be paid in two payments, over two months. If you leave the place clean with no damage, you will get this money back when you move out.

Subletting: if a tenant cannot stay in their rental unit for the full term of the rental agreement, they may want to allow someone else to stay in the unit for the rest of the Fixed Term Lease. This is called **subletting**. A landlord must agree to reasonable requests to sublet to a suitable person. The **original tenant is still responsible** for making sure that all the conditions of the original Fixed Term Agreement are met.

Evict: to force a tenant to move out of a rental home.

Eviction Notice (also called a Notice to Vacate): a written letter to a tenant telling them that they must move out of the rental unit by a certain date. This can be because the tenant has done something wrong, has not paid their rent or because the property may have been sold.

The Residential Tenancies Act: this is the Government of Saskatchewan legislation that states the rules for tenants and landlords in this province. It covers both tenant and landlord rights and responsibilities. It also identifies safety conditions that rental properties must meet. It does not cover all the conditions of renting agreed to by a tenant and landlord, but it does **state the laws** about renting in Saskatchewan. A rental lease or agreement may cover more conditions of renting that the landlord can choose to include.

Office of Residential Tenancies (previously called the Rentalsman): this is the government department responsible for making sure tenants and landlords follow the government rules about renting in Saskatchewan. It can be contacted by both tenants and landlords if they have questions or problems. Counsellors give information and help at **no cost**. If a formal appeal by tenant or landlord is made, and it goes to court, there is a \$50 fee charged to whoever makes the appeal.

Credit Check: many landlords will want to contact a credit bureau to see if a tenant has a good record of paying bills. It is a good idea to know about your own **credit rating**.

Ending a Rental Agreement: in every case, one month's notice must be given. The very latest date to give notice is the same day that you pay your final rent. It must be in writing and include:

- the date it is written
- the name of the person giving notice
- the address of the rental unit
- the effective date of the end of tenancy (rental)
- **OR use the approved form, if one is given by your landlord. A sample form is in this Participant Package.**

Useful Contacts for Renters

Emergency Number for my rental unit: _____

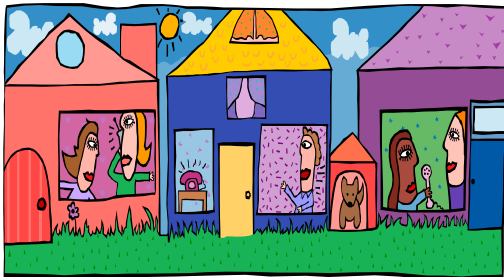
Caretaker for my rental unit: _____

Note: there is a charge for hooking up utilities. If you have not paid all your past bills, the company may not hook up your utility.

Sask Energy for gas: <ul style="list-style-type: none"> hook ups or other issues emergency gas leaks 	1-800-567-8899 1-888-700-0427
SaskPower for electricity: <ul style="list-style-type: none"> hook ups or other issues emergency power failure 	1-888-757-6937 306-310-2220
Your phone company:	
City of P.A. www.citypa.ca <ul style="list-style-type: none"> Water & sewer (sewer backup or water main breaks) Garbage & Recycling Pick Up Schedules After hours emergency 	306-953-4900 306-953-4348
Public Health Inspector	306-765-6600
Bylaw Officer	306-953-4370
Police Services	306-953-4222
Fire Services: <ul style="list-style-type: none"> if landlord does not keep smoke detectors working or fire exits clear call only after you have talked with landlord first 	EMERGENCY 911 Information # 306-953-4200
Office of Residential Tenancies (Rentalsman) no cost to answer questions & help resolve disputes.	1-888-215-2222
Saskatchewan Assistance Programs	1-866-221-5200
Gambling Help Line	1-800-306-6789
Addiction and Mental Health	1-855-765-6550 306-765-6550
Mobile Crisis – 24 hours	306-764-1011
Men's and Women's Shelters - YWCA	306-763-8571
PA Sexual Assault – 24 hours	306-764-1039

Appendix

A Place to Call Home Tenant and Landlord Information



Prepared by the Prince Albert Literacy Network for the Homelessness Partnering Strategy 2013
Revised 2023

This presentation will help you:

- find a good home
- know *your* rights and responsibilities
- know rights and responsibilities of a landlord
- avoid problems renting
- handle problems with renting



You will get an attendance certificate



Residential Tenancies Act

- Government legislation that sets out rules for tenants and landlords that are the law
<http://www.justice.gov.sk.ca/Information-for-Landlords-and-Tenants>
- The Office of Residential Tenancies (Rentalsman) is a government organization that helps tenants and landlords understand and use the act

1-888-215-2222



A good rental home lets you:

- stay in one place longer
- keep children in the same school
- get to know your neighbours
- get involved in the neighbourhood
- get to know your landlord better



Tenants who know how to be good renters:



save the landlord time & money



know their rights & responsibilities



have fewer problems



report building problems sooner

Problems that make it harder to rent

- not enough good places available
- addictions problems
- bad past rental references
- owing money to utilities
- not knowing enough about renting



So -- I need a place to live. How do I know...

- what to look for?
- what I can afford?
- where to find places to rent?
- how to check out a place ?
- what to ask the landlord?
- what information the landlord needs?
- how to present myself?



A house or apartment?



Think about:



Space and a yard



Extra utility costs



Lawn care and snow removal

What should I look for?

- make a checklist
- identify special needs
- make a budget
- sample lists in the handouts p7,8



General Checklist

see handout p7

- ☐ big enough
- ☐ affordable
- ☐ clean and good condition
- ☐ school
- ☐ safe playground
- ☐ bus stop
- ☐ grocery store
- ☐ safe neighbourhood
- ☐ smoking
- ☐ pets



Safety Checklist

see handout p8

- ☐ smoke detectors
- ☐ carbon monoxide detectors
- ☐ stairs, railings, balconies
- ☐ flooring
- ☐ water marks and mold
- ☐ taps and drains
- ☐ opening windows in all bedrooms
- ☐ doors & fire escape routes
 - 1 door / 1 escape window minimum
- ☐ locks / security system
- ☐ appliances
- ☐ yard



What rent can I afford?

see handout p9



- Make a detailed budget.
- Do I qualify for special needs housing?
- How much rent money do I get from social service programs?
- Do I qualify for government subsidies?

Government Supplements

see handout p14

- Saskatchewan Income Support (SIS)
- Saskatchewan Employment Supplement (SES)
- Provincial Training Allowance (PTA) ***Name change**
- Saskatchewan Assured Income for Disability (SAID)
- Saskatchewan Housing Benefit
- Federal housing program for new immigrants and refugees

Contact for information: **1-866-221-5200** or
search each of these programs online

How do I find a rental unit?

Handout 11, 12, 13



- Internet sites – such as Kijiji, Facebook Marketplace ***Add this site (Watch for scams)**
- PA Now (online)
- Newspapers:
PA Daily Herald, The Shopper
- Phone book yellow pages
- Bulletin boards in grocery stores, schools, public places
- Ask people you know
- **For Rent** signs on apartment buildings



Checking out a place

Handout p 15

- Get a tour of the rental unit.
- **Use your checklists.** see handout p7&8
- Pay special attention to safety.
- **Ask the landlord questions about the rental unit and neighbourhood.**
- Talk to the landlord & feel comfortable. They must be polite and respectful.
- **Talk to other renters & neighbours about the good and bad things.**



What questions should I ask?

see handout

- What is available in the neighbourhood?
- **How much is the rent? When and who to pay?**
- How much is the security (damage) deposit?
- **Is there a moving in & out checklist?**
 - Taking photos of any problems is a good idea ☺
- What utilities do I pay & what's the average cost?
- **How is the place heated?**
- Is there a rental agreement (lease)?
- **How long is the lease?**
- Are pets allowed?
- **Is smoking allowed?**



What do I give to the landlord?

An application form with detailed information

2 references from past landlords

If you don't have past landlords, ask who will be accepted as a reference

A security (damage) deposit [should not exceed 1 month's rent]



Build Good References

How do I present myself?

- Make appointment. Give your full name and phone number.
- Be on time.
- Let the landlord know if you need to change the time.
- Be friendly, pleasant and polite.
- Be clean and neat.
- Be organized.
- Ask landlords if they have any questions for you.



Found: *A Place to Call Home*



- What is a rental agreement or lease?
- What are my rights & responsibilities?
- What are my landlord's rights & responsibilities?
- What if I have problems in renting?
- What do I do if my landlord:
 - says I have done something wrong
 - evicts me?
- How do I end my tenancy?



A Rental Agreement or Lease

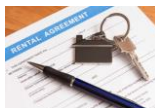
is a paper with rules
about renting your place



see sample Agreement p 19 - 32

Rental Agreement (Lease) includes:

- names of tenant and landlord
- who can live there
- rent payment and security deposit
- appliances included
- any utilities *you* pay
- length of lease
- rights and responsibilities of both tenant & landlord
- subletting rules
- ending tenancy



Verbal Agreement

- If there is no written agreement (lease) you will verbally agree on certain conditions of renting with your landlord.
- Make notes of what is agreed on for future reference.
- It should include the same topics as a written lease.



ORT Landlord Rights and Responsibilities



Tenant Insurance



A Tenant
Insurance
Policy
covers you
for

Your
belongings in
case of fire,
flood or other
damage

Property
damage
caused by
accidents you
or your visitors
may have



ORT Tenant Rights and Responsibilities



What are my rights?

You have a right to:

- live in a safe quiet home
- **get a signed lease or a verbal agreement**
- get receipts for any money paid in cash
- **1 year notice of rent increase -- in writing (there are some exceptions)**
- move into a clean place in good condition
- **have problems fixed in a reasonable time**
- have common areas clean and well lit



continued.... You have a right to:

- appliances that work well
- **utilities that work well**
- 24 hours written notice before a landlord's visit and reason for that visit
- **access to your suite and belongings**
- get the security (damage) deposit back if the place is clean and there is no damage
- **sublet the suite if you have a fixed term tenancy**



What are my responsibilities?

A tenant is responsible to:

- pay the rent on time (You must pay even if something is not fixed.)
- give the agreed time for notice to leave
- *not* bother neighbours
- *not* do illegal or harmful activities
- keep the place clean
- not cause damage
- follow the apartment rules



Your responsibilities continued....

- tell the manager if anything is not working or is damaged
- follow the Lease or Rental Agreement
- not change the locks without permission
- have only the *allowed number* of people living in the apartment
- give landlord any change to your phone number



Smoking and Cannabis (Pot) Legislation



- Landlords have the right to make rules about smoking, vaping and use of pot / marijuana in their buildings
- They can prohibit:
 - smoking of cigarettes, vaping or pot
 - growing of pot in dirt or hydroponics



What if I find bugs in my suite ?

- Keep your suite clean to help prevent bugs.
- Let your landlord know right away if you find bugs.
- Your landlord may hire an exterminator.
 - Often the landlord will pay, but not always
- Follow any instructions to help the exterminators.



But.... I didn't do it!



You are responsible:

For what *anyone* does in your place

- relatives, friends, people subletting your suite

Suggestion: Post rules for your visitors to see

See sample in handouts p41



What if I have problems with my place?



Talk to landlord



Make notes with date & what was said. Take photos.



Write to landlord
(see sample letter p36)



Be polite & pleasant



Deal with problems right away



Call Office of Residential Tenancies

Is this your place?



**PLEASE
No Nails
In
Walls!**

**The
Alternative?**



**Our
toilet is
Flooding!**



**What to do...
And why.**

Ways to Save \$ on utilities



Page 10

What if my landlord says I have done something wrong or evicts me?

- Be polite, pleasant and honest.
- Respond to problem right away -- do *not* wait for an eviction notice.
- Ask what you need to do to fix the problem.
- Make a note of dates and what is said.
- Discuss solution with landlord.
- If it's truly unfair, call the Office of Residential Tenancies. Don't wait and don't leave.



How do I end my tenancy?

- Give appropriate notice in writing with date. Save texts or emails.
- Arrange to pay any penalty if leaving early.
- Go over damage checklist with landlord.
(See handout)
- Return all keys.
- Clean place including appliances, carpets, walls.
- Get security (damage) deposit back.



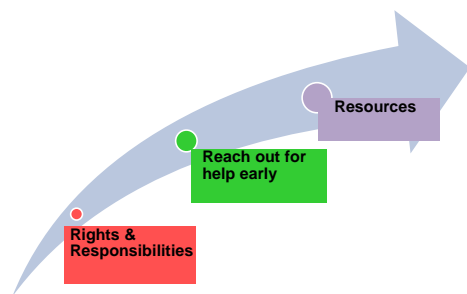
What's a Renter to Do?

If this happened to you.....

Scenarios



A Place to Call Home



Prince Albert Literacy Network