

Notice to Terminate a Tenancy at the End of the Term

Form N8

Instructions

Use this form to terminate a tenancy at the end of the term for any of the following reasons:

- the tenant has been persistently late in paying rent
- the tenant no longer qualifies to live in public or subsidized housing
- the tenant was your employee and their employment has ended
- the tenancy was created in good faith as a result of an Agreement of Purchase and Sale for a proposed condominium unit and the agreement to purchase has been terminated
- the tenant lives in a care home for the sole purpose of receiving rehabilitative or therapeutic care and the period of tenancy agreed to has ended

It is your responsibility to make sure that your notice complies with the requirements of the *Residential Tenancies Act*. You can obtain this form at the Landlord and Tenant Board office in your area or from the Board's website at www.LTB.gov.on.ca.

January 31, 2007

About this notice...

There are many ways that you can give this notice to the tenant. You can:

- hand it directly to the tenant or to an adult in the rental unit,
- leave it in the tenant's mailbox or where mail is ordinarily delivered,
- place it under the door of the rental unit or through a mail slot in the door,
- send it by fax to a fax machine where the tenant carries on business or to a fax machine in their residence,
- send it by courier (if you courier it, you must allow one business day for delivery),
- send it by mail (if you mail it, you must allow five days for delivery).

You cannot give the tenant this notice by posting it on the door of the tenant's rental unit.

Keep a copy of this notice for your records.

If the tenant does not move out by the termination date you put in this notice, you can apply to the Landlord and Tenant Board for an order terminating the tenancy and evicting the tenant.

How to complete this form...

- To:** Fill in the tenant's name and complete address, including the unit number. If there is more than one tenant living in the rental unit, fill in the names of all of the tenants.
- From:** Fill in the landlord's name and address. If there is more than one landlord, fill in the names of all the landlords.
- Address of Rental Unit:** Fill in the address and unit number of the rental unit covered by this notice.
- Termination Date:** Fill in the termination date. For a weekly or daily tenancy, the termination date must be at least 28 days after the date that you give the tenant this notice. Also, the date must be on the last day of the rental period.

For any other type of tenancy, such as monthly, the termination date must be at least 60 days after the date that you give the tenant this notice and must be the last day of the rental period or, if the tenancy is for a fixed term, the last day of the fixed term.

When you are counting the days for the notice, do not count the day that you are giving this notice.

Example:

Frank Bertelli, the landlord, has a weekly tenancy with Carol Dennis that runs from Sunday to Saturday. Frank must give Carol at least 28 days notice of termination to terminate the tenancy because Carol has been persistently late in paying her rent. If Frank were going to hand this notice to her on February 4, 2007, the termination date he would put on the form is March 4, 2007.

Reason for this Notice and Details about the Reason for this Notice:

You can give this notice to the tenant for any of the following reasons. On the form, check the reason that applies to your situation.

1. The tenant has been persistently late in paying the rent.

Under Details about the Reason for this Notice, include the dates the tenant failed to pay rent, the amount the tenant failed to pay and what period those payments were for.

You can give this notice even if the tenant has since paid the rent they owe.

2. The tenant no longer qualifies to live in public or subsidized housing.

Under Details about the Reason for this Notice, include the date and reason the tenant ceased to qualify for public or subsidized housing

3. The rental unit was made available to the tenant as a condition of employment and the employment has ended.

Under Details about the Reason for this Notice, describe the nature of the tenant's employment and include the date the employment ended.

Do not use this form to terminate the tenancy of a superintendent when their employment has ended. If you have terminated the superintendent's employment and the superintendent has not moved out of the rental unit within seven days, you can apply to the Board to terminate the tenancy and evict the superintendent by filing a Form L2 Application to Terminate a Tenancy and Evict a Tenant. You do not need to give the superintendent a notice of termination before applying to terminate their tenancy.

4. The tenancy was created in good faith as a result of an Agreement of Purchase and Sale for a proposed condominium unit, and the agreement has been terminated.

Under Details about the Reason for this Notice, include the date the agreement of purchase and sale was entered into, the date it was terminated and the reasons it was terminated.

5. The tenant lives in a care home for the sole purpose of receiving rehabilitative or therapeutic care and the period of tenancy agreed to has ended.

You can only terminate the tenancy for this reason if no other tenant receiving these types of services is allowed to live in the complex for more than four years.

Under Details about the Reason for this Notice, list the services provided to the tenant and explain what the agreement set out about when the term of tenancy would end.

Signature:

If you are the landlord, check the box marked "landlord" and sign your name. Print your name above your signature. Include your telephone number and the date you are signing this notice.

If you are the landlord's agent, check the box marked "agent", sign your name and include the date you are signing this notice. In the space marked "Agent Information", fill in your name, company name (if applicable), mailing address, telephone number and a fax number if you have one.

If you need more information...

If you need more information or have any questions, call the Landlord and Tenant Board 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.