

# Notice to Terminate a Tenancy at the End of the Term for Conversion, Demolition or Repairs

Form N13

## Instructions

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

- you intend to convert the rental unit or complex to a non-residential use
- you intend to demolish the rental unit or complex
- you need the rental unit to be vacant in order to do extensive repairs or renovations

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](http://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. The termination date must be at least 120 days after the date that you give the tenant this notice. **Exception:** If the rental unit is in a mobile home park or land lease community and the tenant owns

the mobile or land lease home, the termination date cannot be earlier than one year after you give the tenant this notice. In either situation, the termination date on this notice must be the last day of the rental period or the last day of the tenancy agreement, if the agreement is for a fixed term. When you are counting the days for the notice, do not count the day that you are giving this notice.

**Example:**

Donna Healy, the landlord, has a fixed term tenancy agreement with Igor Imanov. The lease expires on September 30, 2007. Donna intends to convert the rental unit to commercial space. She must give the notice of termination to Igor no later than June 2nd. The termination date that Donna would put on the form is September 30, 2007.

Once you have given the tenant this notice, the tenant may terminate the tenancy on an earlier date by giving you at least 10 days written notice of the tenant's intent to do so.

**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) You intend to convert the rental unit or complex to a non-residential use.
- (2) You intend to demolish the rental unit or complex.
- (3) You need the rental unit to be vacant in order to do repairs or renovations that are so extensive they require vacant possession and a building permit.

**Details About the Reason for this Notice:**

In the space provided on the form, describe the work you are going to do. You should be as specific as possible. If you need additional space, complete and attach an additional sheet of paper.

**Necessary Permits:**

Check whether you have obtained or will obtain any permits or other authorization that are required to do the work.

If you are serving this notice because you wish to convert the rental unit or complex to a non-residential use or to demolish it, and no permits or other authorization are necessary, check the appropriate box on the form.

Note: If you file an application with the Board for any reason in this part, the Board will not issue an order terminating the tenancy and evicting the tenant unless you have obtained any permits or other authorization that are

required. If it is not possible to obtain the permits or other authority until the unit is vacant, the Board will not issue an order terminating the tenancy and evicting the tenant unless you can show that you have taken all reasonable steps to obtain the permits or other authority.

**Information about Extensive Repairs or Renovations:**

If you are giving the tenant this notice because you are doing extensive repairs or renovations to the rental unit, the tenant can choose to move back into the rental unit after the repairs or renovations are complete. However, before the tenant moves out, the tenant must inform you in writing of their intent to re-occupy the rental unit. The tenant also has to keep you informed in writing of any change in their address.

**Information about Compensation for Demolition, Conversion or Repairs:**

If the rental unit is located in a residential complex that contains at least five residential units, you may have to compensate the tenant.

- If the reason for this notice is that you are **converting or demolishing** the rental unit or complex, you must give the tenant an amount equal to three months rent or you must offer the tenant another rental unit that is acceptable to the tenant.
- If the reason for this notice is that you are **repairing or renovating** the rental unit and the tenant does not give written notice that they will be moving back into the rental unit once the repairs or renovations are complete, you must give the tenant an amount equal to three months rent or offer them another rental unit that is acceptable to the tenant.
- If the reason for this notice is that you are **repairing or renovating the rental unit and the tenant has given written notice that they will be moving back** into the rental unit once the repairs or renovations are complete, you must give the tenant an amount equal to three months rent or an amount equal to the rent for the period of time the rental unit will be under repair or renovation, whichever is less.
- If the reason for this notice is that the landlord will be converting, demolishing, repairing or renovating a site on which a tenant-owned mobile home or land lease community home is located, the landlord must give the tenant an amount equal to one year's rent, or \$3,000, whichever is less.

**Exception:** You are not required to compensate the tenant if the rental unit is located in a complex that contains less than five residential units, or if the reason you are giving this notice is because you have been ordered to

demolish or repair the rental unit or complex under any Act.

**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](http://www.LTB.gov.on.ca).