TenantBay

Rental management for Canadian landlords

Ontario Landlord Compliance Checklist

Notices, records and follow-ups every Ontario landlord needs to get right.

This checklist summarizes general obligations under Ontario's Residential Tenancies Act, 2006. It is not legal advice. Consult a paralegal or lawyer for fact-specific guidance.

1. Tenancy setup

Get the fundamentals on paper. The Residential Tenancies Act, 2006 governs almost every lease in Ontario.

- [ ] **Use the Ontario Standard Lease (Form 2229E) for any new tenancy.**
  It is mandatory for most residential tenancies signed after April 30, 2018.
- [ ] **Last month's rent deposit only — never first-and-last-plus.**
  Holding a damage deposit is illegal under the RTA.
- [ ] **Provide rent receipts on request, free of charge.**
  Required during tenancy and up to 12 months after move-out.
- [ ] **Record the move-in unit condition with photos before keys are handed over.**
- [ ] **Confirm tenant insurance is in place (recommended, not legally required).**

2. Entry & visits — 24-hour notice rules

Proper notice before entry protects the tenancy and your position at a hearing.

- [ ] **Serve written notice at least 24 hours before entry.**
  Notice must state the reason, the date, and a time window between 8 a.m. and 8 p.m.
- [ ] **Valid reasons for entry with notice:**
  Repairs, inspections, showings to prospective tenants, work agreed to in writing.
- [ ] **Emergency entry (fire, flood, gas) requires no notice.**
- [ ] **Showings to prospective buyers require either consent or proper notice.**
- [ ] **Keep a record of every notice served — date, method, recipient.**

3. Rent collection & late payments

A consistent process and clean records are what the Board relies on.

- [ ] **Rent is legally due on the date stated in the lease.**

- [ ] **Serve an N4 (Notice to End the Tenancy Early for Non-Payment of Rent) as soon as rent is unpaid.**
  The tenant has 14 days to pay the arrears in full before you can file an L1.
- [ ] **Never charge a 'late fee' as a separate line item.**
  Only interest on last month's rent deposit is permitted.
- [ ] **Track every payment with amount, date, method, and balance after.**
- [ ] **Keep records for at least 7 years for CRA and LTB purposes.**

4. Rent increases (2026)

Ontario sets a guideline percentage each year. The 2026 guideline is the figure published by the Ministry of Municipal Affairs and Housing.

- [ ] **Serve an N1 at least 90 days before the increase date.**
- [ ] **A rent increase can only occur 12 months after the last increase or the start of tenancy.**
- [ ] **Above-Guideline Increases (AGIs) require an LTB application and supporting evidence.**
  Major capital expenses, security services, or extraordinary utility cost increases.
- [ ] **Newly built units first occupied after Nov 15, 2018 are exempt from the guideline.**
- [ ] **Document every increase with the served N1, response, and effective date.**

5. Renewals, terminations & N-forms

Use the right form. The LTB is strict about procedure.

- [ ] **N4 — Non-payment of rent. 14-day cure period.**
- [ ] **N5 — Substantial interference, damage, or overcrowding. 7-day cure period for first notice.**
- [ ] **N7 — Serious impairment of safety or wilful damage. No cure period.**
- [ ] **N8 — Persistent late payment. Can lead to termination after one full year.**
- [ ] **N12 — Landlord/family/purchaser use. 60 days notice + one month's rent compensation.**
- [ ] **N13 — Demolition, conversion, or major repairs. 120 days notice plus relocation support.**

6. Maintenance & repair obligations

The RTA requires landlords to keep the unit in a good state of repair, fit for habitation, and in compliance with health, safety, housing, and maintenance standards.

- [ ] **Respond to every maintenance request in writing.**
- [ ] **Log the request date, the issue, the action taken, and the completion date.**

- [ ] **Use vetted vendors and keep invoices for at least 7 years.**
- [ ] **Section 22 of the RTA — substantial interference can trigger an LTB application by the tenant.**
- [ ] **Carbon monoxide detectors on every storey with a sleeping area are required.**

7. Record-keeping schedule

Good records settle disputes. Build the habit on day one.

- [ ] **Signed lease, addenda, and Form N renewals — keep indefinitely.**
- [ ] **Payment ledger, rent receipts — 7 years minimum.**
- [ ] **Maintenance and repair log — 7 years minimum.**
- [ ] **Entry notices and tenant communication — 2 years minimum, longer if any dispute is active.**
- [ ] **Insurance certificates, fire inspection reports — current plus 2 prior years.**

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