



Policy Number: 02-002
Subject: Rental Agreement Required in Writing
Chapter: Rental Agreement

Legislation	s. 7(1); (2); (3); (4); (5); (6); Rental Agreement Notice Regulations
Definitions	Rental Agreement: a contract between a landlord and a tenant for a tenant to live in a rental unit. It can be written, oral or implied.
Purpose	The purpose of this policy is to make sure that tenants have a copy of the rental agreement, so that they know about the terms and conditions.
Policy	<p>If a rental agreement is in writing, then it must be signed by both the tenant and landlord. The landlord must give the tenant a copy of the signed, written agreement within 10 days of entering into the rental agreement or of the granting of possession or occupancy, whichever occurs earlier. If a written agreement is not signed by the parties, this not void the rental agreement (s. 7(2)).</p> <p>Where a landlord and tenant enter into a verbal or understanding of an agreement, the landlord is required to provide the tenant with a written notification of the agreement containing the following information (s. 7(3) and the <i>Rental Agreement Notice Regulations</i>) :</p> <ol style="list-style-type: none">1. the legal names of the landlord and the tenant;2. the landlord's telephone number, electronic address and civic address where documents may be received, delivered or served by the tenant;3. where the landlord has an agent or another person who is responsible for the residential premises, the name, telephone number, electronic address and civic address of the agent or other person where documents may be received, delivered or served by the tenant;4. where available, the tenant's telephone number and electronic address where documents may be received, delivered or served by the landlord;5. the civic address of the rental unit;6. the date on which the rental agreement was entered into;



	<ol style="list-style-type: none"> 7. the statutory conditions in section 10; 8. the date on which the tenancy starts; 9. whether the rental agreement is from week to week, month to month or for a fixed term; 10. where the rental agreement is for a fixed term, the termination date of the tenancy; 11. the amount of rent payable for a specified period and the day within that specified period upon which rent is due; 12. the amount of the security deposit paid and the date on which it was paid; and 13. any other terms and conditions of the rental agreement. <p>Written notification of the verbal or understanding of a rental agreement must be provided to the tenant within 10 days after entering into the rental agreement. The landlord may request the tenant to sign a document to confirm receipt of the written notice. Upon receive in this request, the tenant is obligated to sign.</p> <p>If the tenant is not provided with a copy of the written rental agreement or written notice of a verbal or implied rental agreement, the tenant is permitted to withhold rent until the landlord provides it (s. 7(4)). A landlord cannot charge late fees to the tenant in this situation. Once the landlord provides the required documentation to the tenant, then all rent withheld from the landlord is required to be paid (s. 7(5)). Any rent paid by the tenant to the landlord during the period of time the landlord failed to provide a copy of the written rental agreement or written notification of the rental agreement may be kept by the landlord (s. 7(6)).</p>
Procedure Overview	N/A
Forms & Form Letters	N/A
X-Reference	N/A
Policy	September, 2000



Developed	
Last Revision	January, 2002 August, 2021
Other Resources	