

**Notice by the Co-op to End your Occupancy for  
Non-payment of Regular Monthly Housing Charges  
N4C**

(Disponible en français)

|                                  |                           |
|----------------------------------|---------------------------|
| <b>To: (Co-op Member's name)</b> | <b>From: (Co-op name)</b> |
|                                  |                           |
| <b>Address of Member Unit:</b>   |                           |
|                                  |                           |

**This is a legal notice that could lead to you being evicted from your home.**

**The following information is from the Co-op**

**The Co-op is giving you this notice because the Co-op believes you owe**

\$                    •                    **in regular monthly housing charges.** The Co-op's ledger showing the monthly housing charges and your payments is attached.

**The Co-op can apply to the Landlord and Tenant Board to have you evicted if you do not:**

- **pay this amount by**  **. This is called the termination date.**  
dd/mm/yyyy

**Or**

- **move out by the termination date.**

If another regular monthly housing charge payment becomes due before the date you make the above payment to the Co-op, you must also pay this extra amount.

**WHAT YOU NEED TO KNOW**

**The following information is from the Landlord and Tenant Board (LTB)**

**The Termination Date**

The termination date must be at least **14 days** after the Co-op gives you this notice.

**What if you agree with this notice?**

If you agree that you owe the amount that the Co-op is claiming, you should pay this amount by the termination date in this notice. If you do so, the Co-op cannot apply to the LTB to evict you based on this notice.

If you do not pay the amount owing, you do not have to move out. However, the Co-op can apply to the LTB to evict you. If the Co-op applies to the LTB to evict you and the LTB orders the eviction, you will likely have to pay the Co-op's filing fee, in addition to what you owe.

**What if you disagree with this notice?**

You do not have to move out if you disagree with this notice. You could talk to the Co-op. You may also want to get legal advice. If you cannot work things out, the Co-op may apply to the LTB for an order to evict you. The LTB will schedule a hearing where you can explain why you disagree.

**What if you move out?**

If you move out by the termination date in the notice, your occupancy will end on the termination date. However, you may still owe money to the Co-op. The Co-op will not be able to apply to the LTB but they may still take you to Court for this money.

**How will you know if the Co-op applies to the LTB?**

The earliest date that the Co-op can apply to the LTB is the day after the termination date in this notice. If the Co-op does apply, the LTB will schedule a hearing and you will receive a copy of the application and the Notice of Hearing.

**What can you do if the Co-op applies to the LTB?**

- Talk to the Co-op about working out a payment plan.
- Go to the hearing where you can respond to the claims the Co-op makes in the application.
- Get legal advice immediately; you may be eligible for legal aid services.

**Signature:**       Co-op       Representative

|                        |              |
|------------------------|--------------|
| Name of Person Signing | Phone Number |
| Signature              | Date         |

**Representative Information:**

|                                 |        |                              |              |
|---------------------------------|--------|------------------------------|--------------|
| Name                            | LSUC # | Company Name (if applicable) |              |
| Mailing Address                 |        |                              | Phone Number |
| Municipality (City, Town, etc.) | Prov.  | Postal Code                  | Fax Number   |
| Email Address                   |        |                              |              |