Checklist

Before you serve the attached notice to your tenant(s), make sure you can answer **YES** to each of the following questions. If not, your notice may be invalid. If you file an application to the Landlord and Tenant Board based on an invalid notice, your application may be dismissed, and you will have to start over.

☐ **Did you name each tenant who is in possession of the rental unit?**

If there is more than one tenant in possession of the rental unit, fill in the names of all the tenants on the notice. Make sure you spell each tenant's name correctly. You must give **each tenant** a copy of this notice.

☐ **Did you fill in the complete address of the rental unit?**

Be sure that you have provided the full address – be sure to also identify the correct rental unit (for example Unit 202 or Basement) and provide the municipality and postal code.

☐ **Did you fill in the correct termination date?**

For daily, weekly, monthly or yearly tenancies: the termination date must be:

1. **at least 120 days** after you give the notice, **AND**
2. the **last day of the rental period**, which is usually the day before rent is due. For example: for a monthly tenancy where the rent is due on the first of each month, the last day of the rental period would usually be the last day of a month.

For fixed-term leases: the termination date must be **at least 120 days** after you give notice **AND** must be **the last day of the lease term**. For example: if a one-year lease term started on June 1, 2025, the last day of the lease term would be May 31, 2026.

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 must be **at least one year** after you give notice **AND** must be the **last day of the rental period or lease term**.

When counting the days, do not include the date you are giving the notice to the tenant. If you are giving the notice to the tenant by mail or courier, you have to add extra days in calculating the termination date. Read the Instructions for this form to see how many days you have to add.

☐ **Did you choose the correct reason for ending the tenancy?**

This notice may be used for 3 different reasons. Check the box next to the reason that apply.

☐ **Did you include enough detail to explain your reason?**

Explain the work you plan to do, and describe when, where, and how the work will be performed.

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☐ **Did you or will you obtain all necessary permits or other authorization required for the work that is planned?**

For renovations and repair, this Notice cannot be used unless a building permit is required.

If you have obtained all necessary permits or other authorization, check the box on p. 2 indicating these have been obtained.

If you don't need to obtain permits or other authorization for the planned work, check the box on p. 2 indicating no permits or other authorization are required.

If you need to obtain permits or other authorization but have not yet done so, check the box on p. 2 indicating you will obtain these.

The LTB will not issue an order for termination and eviction unless all necessary permits or other authorization required for the work to be done have been obtained. If the rental unit must be vacant in order for you to obtain all necessary permits or other authorization, you must show you have taken all reasonable steps obtain the permits or other authorization.

☐ **Do you have to pay compensation to the tenant(s)?**

In most cases you have to pay compensation to the tenant(s) or offer the tenant(s) another unit that is acceptable to them. Compensation must be paid by the termination date on the notice. A summary of the compensation requirements can be found on the N13 Notice and in the accompanying instructions.

☐ **Did you sign and date the notice?**

If you don't, the notice may be invalid.

You should remove this checklist before you give the tenant the notice.

Notice to End your Tenancy Because the Landlord Wants to Demolish the Rental Unit, Repair it or Convert it to Another Use

N13

Disponible en français

To: (Tenant's name) include all tenant names	**From: (Landlord's name)**

Address of Rental Unit:

Street Number:	Street Name:	Unit/Apt./Suite:

Municipality (City, Town, etc.):	Province: ON	Postal Code:

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

The following information is from your landlord:

I am giving you this notice because I want to end your tenancy – I want you to move out of your rental unit by the following termination date: _____ (dd/mm/yyyy).

My Reason for Ending your Tenancy

I have shaded the circle next to my reason for ending your tenancy.

◯ **Reason 1:**

I intend to demolish the rental unit or the residential complex.

◯ **Reason 2:**

I require the rental unit to be vacant in order to do repairs or renovations so extensive that I am required to get a building permit and the rental unit must be vacant to do the work.

Note: You have the right to move back into the rental unit once I have completed the repairs or renovations. If you want to move back in once the work is done, you must give me written notice telling me you want to move back in. Also, you must keep me informed in writing any time your address changes.

◯ **Reason 3:**

I intend to convert the rental unit or the residential complex to a non-residential use.

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Details About the Work I Plan to do

I have described below the work I plan to do for the reason shown above, including specific details about how I will carry out the work.

Work planned	Details of the Work

Necessary permits

I have shaded the circle to indicate whether I have obtained any necessary building permits or other authorization.

- ◯ I have obtained the necessary building permits or other authorization to convert, demolish or repair the rental unit.
- ◯ I will obtain the necessary building permits or other authorization to convert demolish or repair the rental unit.
- ◯ No permits or other authorization are necessary in this case to convert the rental unit or demolish it.

Important Information from the Landlord and Tenant Board

The termination date

The termination date the landlord sets out in this notice must be at least **120 days** after the landlord gives you the notice. **Exception:** If you live in a mobile home park or land lease community and you own the mobile home or land lease home, the termination date must be at least **1 year** after the landlord gave you this notice.

Also, the termination date must be the last day of the rental period. For example, if you pay rent on the first of each month, the termination date must be the last day of a month.

Finally, if the tenancy is for a fixed term the termination date cannot be earlier than the last day of the fixed term. For example, if you signed a one-year lease, the termination date cannot be earlier than the last day of the one-year period set out in the lease.

A tenant can give 10 days' notice to end the tenancy

You can terminate the tenancy sooner than the date set out in this notice as long as you give the landlord at least **10 days'** notice in writing that you intend to move out of the rental unit. You must use the Landlord and Tenant Board's Form N9 Tenant's *Notice to End the Tenancy* to give your written notice to the landlord.

What if you disagree with the notice?

You do not have to move out if you disagree with what the landlord has put in this notice. However, the landlord can apply to the LTB 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 of the rental unit by the termination date, your tenancy ends on that date.

What if the landlord applies to the LTB?

The landlord can apply to the LTB to evict you immediately after giving you this notice. If the landlord applies to the LTB to evict you, the LTB will schedule a hearing and send you a copy of the application and the *Notice of Hearing*. The *Notice of Hearing* sets out the date, time and location of the hearing. At the hearing, the landlord will have to prove the claims they made in this *Notice to End your Tenancy* and in the application and you can respond to the claims your landlord makes. If the LTB issues an order ending your tenancy and evicting you, the order will not require you to move out any earlier than the termination date included in this notice.

Compensation or another unit

The landlord may have to pay you compensation for moving out because of this notice.

If the landlord is giving you this notice for Reason 1 or Reason 3:

If you live in a residential complex that has at least 5 residential units, the landlord must:

- pay you an amount equal to 3 months' rent, or
- offer you another rental unit that is acceptable to you.

If you live in a residential complex that has fewer than 5 residential units, the landlord must:

- pay you an amount equal to 1 months' rent, or
- offer you another rental unit that is acceptable to you.

If the landlord is giving you this notice for Reason 2:

If you live in a residential complex that has at least 5 residential units and you do not plan to move back in once the repairs or renovations are done, the landlord must:

- pay you an amount equal to 3 months' rent, or
- offer you another rental unit that is acceptable to you.

If you live in a residential complex that has fewer than 5 residential units and you do not plan to move back in once the repairs or renovations are done, the landlord must:

- pay you an amount equal to 1 months' rent, or
- offer you another rental unit that is acceptable to you.

If you live in a residential complex that has at least 5 residential units and you plan to move back in once the repairs or renovations are done, the landlord must pay you:

- an amount equal to 3 months' rent, or
- the rent for the period of time the rental unit is being repaired or renovated, whichever is less.

If you live in a residential complex that has fewer than 5 residential units and you plan to move back in once the repairs or renovations are done, the landlord must pay you:

- an amount equal to 1 months' rent, or
- the rent for the period of time the rental unit is being repaired or renovated, whichever is less.

Exception for mobile homes and land lease communities: If:

- you live in a mobile home park or land lease community,
- you own the mobile home or land lease home, and
- the landlord is giving you this notice for any of the reasons indicated, the landlord must pay you:
    - an amount equal to one years' rent, or
    - $3,000, whichever is less.

Where compensation has to be paid, it must be paid by the termination date in this notice.

The landlord is not required to pay you compensation: Your landlord is not required to pay you compensation for moving out because of this notice if your landlord is giving you this notice because they were ordered to demolish or repair the rental unit under any Act or law.

How to get more information

For more information about this notice or your rights, you can contact the Landlord and Tenant Board. You can reach the LTB by phone at **416-645-8080** or **1-888-332-3234**. You can visit the LTB's website at tribunalsontario.ca/ltb.

Signature

◯ Landlord ◯ Representative

First Name:	Last Name:	Phone Number:

Signature:	Date *(dd/mm/yyyy)*:

Representative Information (if applicable)

First Name:	Last Name:

LSO Number (if applicable):	Company Name (if applicable):

Mailing Address

Street Number:	Street Name:	Unit/Apt./Suite:

Municipality (City, Town, etc.):	Province:	Postal Code:

Email Address:	Phone Number:

OFFICE USE ONLY:

File Number:

Delivery Method:

◯ In Person ◯ Mail ◯ Courier ◯ Email ◯ Service Ontario Center FL: