

Simplified Landlord Checklist

Collecting the Rent Checklist

Setting the rent

In the case of vacant units, you can set the rent at any price. If you're not sure how to determine the rent for a unit, follow these steps:

- Determine your costs of the rental unit, considering general maintenance, utilities, property taxes, insurance and emergency funds.
- Research similar rentals in the same area to get an idea of going rental rates.
- Consult the Landlord Connect Rental Unit Affordability tip sheet

Rent payments and receipts

- According to the Residential Tenancies Act (RTA), landlords may not require post-dated cheques.
- Landlords must provide rent receipts upon request.

Rent Increases

- You can send your tenant an N1 notice (Notice of Rent Increase)
- Rent increases can only occur every 12 months

- You must communicate the increase in writing to tenants 90 days ahead of time. Failure to provide 90 days' notice will void the increase.
- The rent increase cannot be more than the Rent Increase Guideline. [Click here](#) to see the current guideline. Units created or first rented after November 15, 2018 are exempt from the guideline.
- Rent increases cannot be applied retroactively. If you didn't know you were entitled to increase the rent in 2016, for example, you cannot try to implement the 2016 increase this year.
- If you want to raise the rent more than the set guideline, you need to apply for an Above Guideline Increase (AGI), [click here for eligibility and application information](#).

Deposits

- Landlords can only ask new tenants for deposit of no more than the amount of one month's rent. This is often referred to as the "last month's rent deposit," as it is usually applied to the last month of a tenancy.
- Landlords cannot require any other deposit except to cover the cost of copying new keys or providing a fob.
- Any other deposits, such as damage deposits and pet deposits are illegal.