



Reviewing and Summarizing Your Lease

Leases can be lengthy and overwhelming. This worksheet helps you pull out the important information and rules you need to know as a tenant. It will serve as a handy guide to have with you to review when you need to. Remember that if you break any of the rules in a lease, you could be charged extra fees or even evicted. If you are working with a support worker, consider reviewing the lease with him or her.

Make sure that the rules in the lease are enforceable for your housing situation; just because they are written into it, doesn't mean they are legally binding. Locally, call Waterloo Region Community Legal Services at (519)743-0254 if you have any questions or concerns about your lease.

THE LEASE: PAYING FOR MY APARTMENT

How long is my lease?
 What happens when my lease expires?
 Lease Start Date: _____
 Lease End Date: _____

How much rent do I pay each month?
 If you receive a rent supplement, write the total amount and amount you are responsible for.
 Total Monthly Rent \$: _____
 My Portion \$: _____

When is my monthly rent due?
 Due Date: _____

Who do I pay it to (official name) and where do I send my rent payment?
 Who: _____
 Where: _____

How much is the security deposit (i.e. last month's rent)?
 Security Deposit \$: _____



Reviewing and Summarizing Your Lease

THE LEASE: PAYING FOR MY APARTMENT (continued)
<p>If the rent is late, is there a late fee? How much is it and when will it be charged to me? Check with your local legal services to see if this is permissible. Late Fee \$: _____</p> <p>Due Date: _____</p>
<p>If my cheque bounces, does that mean it's a late payment?</p>
<p>When can the landlord start the eviction process if the rent is not paid?</p>
<p>What utilities do I have to pay (and when)?</p> <p><input type="checkbox"/> Hydro-electricity</p> <p><input type="checkbox"/> Water</p> <p><input type="checkbox"/> Gas</p> <p><input type="checkbox"/> Other _____ (e.g. cable, internet, maintenance)</p>
<p>Although not necessarily legally required, what else have I agreed to pay? (e.g. extra charge for parking, basement storage locker, laundry access, key deposit, or service fee if my cheque bounces?)</p>
<p>If I want to move out, how soon do I have to tell my landlord? What happens if I want to move before my lease period is complete?</p>

Leases usually have a section called “Terms and Conditions”. The next section sets out the rules of your tenancy. Use the list below to help find the rules. You might find it helpful to use a highlighter to find those parts of your lease that set out a rule.

Once you have found the rules, write the rules in your own words on the blank line next to the item. If you are concerned about any of the terms and conditions and/or would like to confirm whether they are legally binding, consider consulting with your local community legal services.



Reviewing and Summarizing Your Lease

THE LEASE: RULES FOR MY APARTMENT
What are the rules about noise?
Who is responsible for maintaining smoke detectors? Are there any safety rules I am expected to follow?
What pets are allowed? (e.g. kind of pet, number of pets, size of pets, access to communal space) You should find out if this rule is enforceable given the type of housing you will be living in.
Are there rules about how I have to do my house cleaning or garbage disposal/recycling? Do I have to do any yard work?
What happens if something breaks (e.g. refrigerator, toilet) or someone damages my apartment? What should I do?
Can the landlord come into my apartment anytime he or she wants to?
What are the rules about someone living with me? How long can someone visit me (if they aren't living with me)? Check with legal services to see if this is enforceable given where you are living.
What happens if there is a police call to my apartment or someone in my household is arrested?
Has the landlord included a clause about smoking and/or illegal drugs? What is likely to happen if someone smokes or uses illegal drugs in my apartment?