

Information for Landlords

Community Advocacy & Legal Centre (formerly Hastings and Prince Edward Legal Services) serves low-income residents of Hastings, Prince Edward, and Lennox & Addington Counties. We offer **information** and **referrals** to landlords but cannot provide advice or representation due to our financial eligibility policies and our responsibility to avoid conflict of interest situations.

Copies of the **Residential Tenancies Act** can be purchased from Publications Ontario by calling 1-800-668-9938; cost is \$25.50 plus GST and shipping or can be accessed on line at: www.e-laws.gov.on.ca/DBLaws/Statutes/English.

We hope the following information is helpful to you:

LANDLORD AND TENANT BOARD (LTB)

The LTB provides information to landlords and tenants including information about the Residential Tenancies Act. Information on the following topics is available by calling the LTB toll-free at 1-888-332-3234:

- Landlord/Tenant Rights and Responsibilities
- Rules about Rent
- Landlord/Tenant Applications
- Hours of Operation and Office Locations

"Fact Sheets" are also available from the LTB on the following topics:

<i>Residential Tenancies Act</i>	Maintenance and Repairs
Privacy	Rules about Rent
Administrative Fees	Filing an Application
Mediation	Government Information Centre
Care Homes	Mobile Home Parks
Land Lease Communities	Conversions, Demolitions, and Renovations
Offences	Rent Increase Guidelines
If a Tenant Doesn't Pay Rent	Office Locations
Terminating a Tenancy	Automatic Rent Reduction and Tax Decreases
Termination of a Tenancy By a Tenant	Terminating a Tenancy in a Care Home
Reasons for Terminating a Tenancy By a Landlord	Fees for Applications

or visit the LTB website at www.ltb.gov.on.ca

Filing LTB Documents

LTB Forms are available online at www.ltb.gov.on.ca/userfiles or you can pick up the forms at the **Government Information Centre** located at:

**199 Front Street
Century Place
Suite 109
Belleville, Ontario K8N 5H5
613-968-3769**

**50 Monck Street
Bancroft, Ontario K0L 1C0**

The Government Information Centre will forward forms to the LTB on behalf of landlords and tenants. Payment for filing can be made by certified cheque, Visa/MasterCard, or cash.

Forms can also be obtained, filed and a Tribunal staff person is on site at the **Kingston LTB Office**:

Ontario Government Centre
Beechgrove Complex
51 Heakes Lane
Kingston, Ontario K7M 9B1

Fax: 1-888-377-8805; Phone: 1-613-536-7372

Office Hours: Monday to Friday - 8:30 a.m. - 4:30 p.m., closed from 12:00 p.m. to 1:00 p.m.

The Landlord Self-Help Centre (LSHC)

The LSHC is a specialty legal clinic providing information, assistance, and educational programs to Ontario's small-scale landlords free of charge. The LSHC provides information on landlord rights and responsibilities, referrals, legal advice, document preparation, educational materials, and educational presentations to financially eligible landlords. The LSHC is located at:

425 Adelaide Street West
4th Floor
Toronto, Ontario M5V 3C1
(416) 504-5190 or 1-800-730-3218
Fax: (416) 504-1932

or visit the LSHC website at www.landlordselfhelp.com. The website provides links to other useful resources such as landlord associations, community legal clinics, government agencies, and community organizations. They are also developing a series of **Landlord Learning Forums** that will be available **online**. The development of **Online Landlord Learning** will ensure that all landlords across the province have access to the program and it will be available online 24 hours a day and seven days a week. **Online Landlord Learning** is expected to be available in 2006. Annual membership within the LSHC costs \$10.00 and entitles you to receive four issues of LSHC's Quarterly Newsletter, e-mail bulletins and to attend the LSHC Annual General Meeting.

Lawyer Referral Service (LRS)

If you need the services of a lawyer, you can call the LRS at 1-900-565-4577 (a \$6.00 charge will appear on your phone bill for this service). You will be referred to a local lawyer in your area for a free half-hour consultation. For more information on the LRS, visit the Law Society of Upper Canada website at www.lsuc.on.ca.

Community Legal Education Ontario (CLEO)

Another helpful resource is CLEO, which provides legal information on various topics including landlord and tenant law. Visit the CLEO website at www.cleo.on.ca. The website provides links to other useful resources such as public legal education and laws.

OTHER SOURCES OF INFORMATION

Additionally, public libraries and bookstores may carry self-counsel and/or legal texts on housing law. Visit the Belleville Public Library website at www.bellevillelibrary.com.

Hastings Housing Resource Centre (HHRC)

The Hastings Housing Resource Centre (HHRC) provides housing information for landlords and tenants and will list available rental accommodations for landlords free of charge. Call (613) 969-1748 (Belleville), (613) 473-0400 (Madoc), or (613) 332-8156 (Bancroft), or visit the HHRC website at www.hastingshousing.com.

Community Advocacy & Legal Centre 158 George Street Belleville, Ontario K8N 3H2 Telephone: (613) 966-8686 or Toll Free 1-877-966-8686 TTY: (613) 966-8714 or Toll Free 1-877-966-8714

Satellite offices:	Bancroft Napanee Picton Madoc Trenton
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