



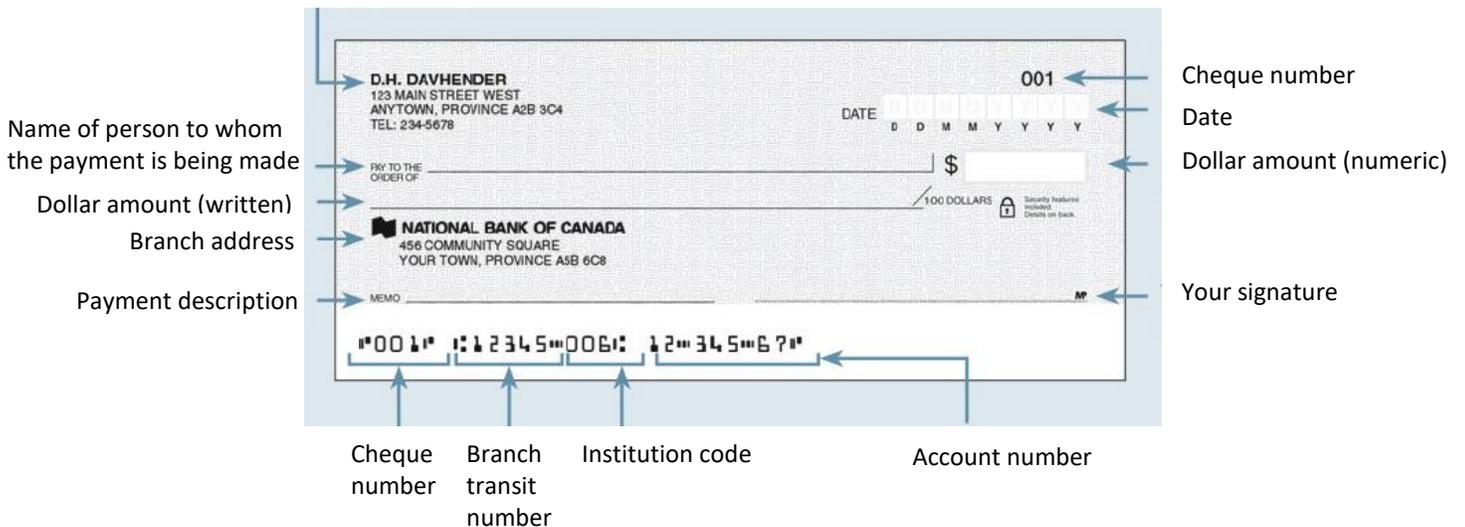
Rental Payment and Receipts Tip Sheet

Paying Rent

- ✓ Always pay your rent in full and on time.
- ✓ Pay by methods that can be tracked such as cheque or email money transfer. Do not pay by cash.
- ✓ Landlords cannot require you to pay by automatic forms of payment such as post-dated cheques. It is up to you if you choose to do so.
- ✓ The landlord can require a security deposit before you move in. This deposit, also known as “Last Month’s Rent” can only be used for your last month of rent, not for damage or cleaning.
- ✓ Except for a key deposit, which should not exceed the cost of a key replacement, most other deposits and prepayments are illegal.
- ✓ You can apply to the Landlord & Tenant Board, within one year, if you think you have paid an illegal charge to your landlord.

Components of a Canadian cheque:

Your name and address



Obtaining Receipts

- ✓ Receipts are proof of payment, but are also needed to claim certain tax credits when filing your annual return, and may be helpful in court proceedings.
- ✓ Landlords must issue receipts if tenants ask for them, free of charge.
- ✓ Make requests to your landlord in writing for receipts within one year of moving out.
- ✓ Keep business transactions transparent and formal. For example, if a landlord offers incentives such as discounts to rent in exchange for not providing a receipt, you should refuse this.
- ✓ Rent receipts must include:
 - The address of the rental unit
 - Tenant's name
 - Landlord's name
 - Amount of payment
 - Date of payment
 - Reason for payment (monthly rent, deposit)
 - Rental period (the time period between rent payments; e.g. monthly, weekly)
 - Landlord's signature

Sample rent receipt:

MONTHLY RENT RECEIPT	
DATE RENT RECEIVED:	_____ cheque cash other _____
AMOUNT RECEIVED:	\$ _____
PAYMENT IS FOR:	Current Rent Rent Arrears Rent Deposit Other _____
Address of Rental Unit:	_____
Rent Received on behalf of Tenant(s):	_____
Landlord's Name:	_____
SIGNED by Landlord or its Agent:	_____
	Print Name