

Guide Form C: Tenant's Notice to Quit

(subsection 10(1) or 10(3) of the Residential Tenancies Act)

What is this form for?

Use this form to give a landlord notice that you are leaving at the end of a lease term. This will end the lease for *all* tenants.

How to complete this form?

To

Give the landlord's name as it appears in the lease. If you do not have a lease, use the landlord's company name or full name.

Address of residential premises

Give the complete address of the place being rented as it appears on the lease. If you do not have a lease, give the full civic address, including the postal code.

My tenancy is

Check the box that applies to you. You must give this form with appropriate notice time to the landlord. Note the important information box on the form regarding the timing of notices.

Year-to-year: This form must be given to your landlord at least 3 months before the end of your lease. (See clause 10(1)(a) of the act.)

Month-to-month: This form must be given to your landlord at least 1 month before the end of any month. (See clause 10(1)(b) of the act.)

Week to week: This form must be given to your landlord at least 1 week before the end of any week. (See clause 10(1)(c) of the act.)

Manufactured home: This form must be given to your landlord at least 1 month before the termination of the tenancy. (See clause 10(3)(b) of the act.)

I give notice that I am terminating my tenancy on

Date: Give the date that you will leave.

Security deposit return

This section is optional.

If you wish the landlord to return the security deposit, provide a mailing address or contact the landlord to make other arrangements. The Residential Tenancies Program recommends that landlords and tenants, or their representatives, inspect the unit at the end of the lease and make a written agreement about the return of the security deposit.

What do I do with the completed form?

➡ **Formally serve the landlord with the original of this Form C.**

You may do this in several ways:

- 1 Hand the form in person to the landlord or an agent of the landlord, the property manager, or the superintendent. You can also have someone else do this for you.

Date served is the same date.

- 2 Leave a copy in the landlord's mailbox or mail slot at an address listed in the lease for the landlord, property manager, or superintendent.

Date served is the same date.

- 3 Send it by pre-paid registered mail, express post, or courier service to an address

- stated in the lease
- where the landlord carries on business as a landlord
- where the rent is payable

Date served is the 3rd day after the date mailed. Keep a copy of the receipt showing proof the notice was prepaid, properly addressed, and sent.

- 4 Send it electronically, but only if the landlord has provided an electronic address in the lease to receive documents. The electronic copy must be substantially the same as the original and capable of being retained by the landlord so they can use it for later reference.

Date served depends on the time and the day sent as follows:

- If sent before 4:00 pm on any day other than a Saturday, Sunday, or holiday, it is deemed to have been served on the day sent.
- If sent after 4:00 pm on any day, it is deemed to have been served on the next day that is not a Saturday, Sunday, or holiday.
- If sent on a Saturday, Sunday, or holiday, it is deemed to have been served on the next day that is not a Saturday, Sunday, or holiday.

Keep a copy of this form for your records.

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 **To** (landlord's name) _____

Tenant's name

Address of residential premises

Street number and name (civic address) _____ Apartment _____

City or town _____ Province _____ Postal code _____

My tenancy is (check one)

- Year to year** - This form must be given to your landlord at least 3 months before the end of your lease. (see clause 10(1)(a) of the Act)
- Month to month** - This form must be given to your landlord at least 1 month before the end of any month. (see clause 10(1)(b) of the Act)
- Week to week** - This form must be given to your landlord at least 1 week before the end of any week. (see clause 10(1)(c) of the Act)
- Manufactured home** - This form must be given to your landlord at least 1 month before the termination of the tenancy. (see clause 10(3)(b) of the Act)

 **I give notice that I am terminating my tenancy on** _____

Important Information

If the notice is to be given based on a period of 1 or more months, the notice must be given before the day of the month that rent is payable under the lease.

Security deposit return

This section is optional. (check one)

- I will make arrangements at a future time for the return of my security deposit.
- Please return my security deposit to me at the forwarding address below:

Street number and name (civic address) _____ Apartment _____

City or town _____ Province _____ Postal code _____

Phone number _____ Email _____

 **Sign and date this form**

Tenant's signature _____ Date (YYYY MM DD) _____

Tenant: Keep a copy of this form for your records.