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
- Name of person to whom the payment is being made
- Dollar amount (written)
- Branch address
- Payment description
- Cheque number
- Branch transit number
- Institution code
- Account number
- Cheque number
- Date
- Dollar amount (numeric)
- Your signature

Name of person to whom the payment is being made
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