

Attachment E: N13 Form and Instructions

The attached [N13 Form and Instructions](#) document were obtained from the Landlord Tenant Board website.

Necessary permits

I have shaded the circle to indicate whether I have obtained any necessary building permits.

- I have obtained the necessary building permits or other authorization to convert, demolish or repair the rental unit.
- I will obtain the necessary building permits or other authorization to convert demolish or repair the rental unit.
- No permits or other authorization are necessary in this case to convert the rental unit or demolish it.

Important Information from the Landlord and Tenant Board (LTB)

The termination date

The termination date the landlord sets out in this notice must be at least **120 days** after the landlord gives you the notice. **Exception:** If you live in a mobile home park or land lease community and you own the mobile home or land lease home, the termination date must be at least **1 year** after the landlord gave you this notice.

Also, the termination date must be the last day of the rental period. For example, if you pay rent on the first of each month, the termination date must be the last day of a month.

Finally, if the tenancy is for a fixed term the termination date cannot be earlier than the last day of the fixed term. For example, if you signed a one-year lease, the termination date cannot be earlier than the last day of the one-year period set out in the lease.

A tenant can give 10 days' notice to end the tenancy

You can terminate the tenancy sooner than the date set out in this notice as long as you give the landlord at least **10 days'** notice in writing that you intend to move out of the rental unit. You must use the Landlord and Tenant Board's Form N9 *Tenant's Notice to End the Tenancy* to give your written notice to the landlord.

What if you disagree with the notice?

You do not have to move out if you disagree with what the landlord has put in this notice. However, the landlord can apply to the LTB to evict you. The LTB will schedule a hearing where you can explain why you disagree.

What if you move out?

If you move out of the rental unit by the termination date, your tenancy ends on that date.

What if the landlord applies to the LTB?

The landlord can apply to the LTB to evict you immediately after giving you this notice. If the landlord applies to the LTB to evict you, the LTB will schedule a hearing and send you a copy of the application and the *Notice of Hearing*. The *Notice of Hearing* sets out the date, time and location of the hearing. At the hearing, the landlord will have to prove the claims they made in this *Notice to End your Tenancy* and in the application and you can respond to the claims your landlord makes. If the LTB issues an order ending your tenancy and evicting you, the order will not require you to move out any earlier than the termination date included in this notice.

Compensation or another unit

The landlord may have to pay you compensation for moving out because of this notice.

If the landlord is giving you this notice for Reason 1 or Reason 3:

If you live in a residential complex that has at least 5 residential units, the landlord must:

- pay you an amount equal to 3 months' rent, or
- offer you another rental unit that is acceptable to you.

If you live in a residential complex that has fewer than 5 residential units, the landlord must:

- pay you an amount equal to 1 months' rent, or
- offer you another rental unit that is acceptable to you.

If the landlord is giving you this notice for Reason 2:

If you live in a residential complex that has at least 5 residential units and you do not plan to move back in once the repairs or renovations are done, the landlord must:

- pay you an amount equal to 3 months' rent, or
- offer you another rental unit that is acceptable to you.

If you live in a residential complex that has fewer than 5 residential units and you do not plan to move back in once the repairs or renovations are done, the landlord must:

- pay you an amount equal to 1 months' rent, or
- offer you another rental unit that is acceptable to you.

If you live in a residential complex that has at least 5 residential units and you plan to move back in once the repairs or renovations are done, the landlord must pay you:

- an amount equal to 3 months' rent, or
- the rent for the period of time the rental unit is being repaired or renovated, whichever is less.

If you live in a residential complex that has fewer than 5 residential units and you plan to move back in once the repairs or renovations are done, the landlord must pay you:

- an amount equal to 1 months' rent, or
- the rent for the period of time the rental unit is being repaired or renovated, whichever is less.

Exception for mobile homes and land lease communities:

If:

- you live in a mobile home park or land lease community,
- you own the mobile home or land lease home, and
- the landlord is giving you this notice for either Reason 1, Reason 2 or Reason 3,

the landlord must pay you:

- an amount equal to one years' rent, or
- \$3,000,

whichever is less.

Where compensation has to be paid, it must be paid by the termination date in this notice.

The landlord is not required to pay you compensation: Your landlord is not required to pay you compensation for moving out because of this notice if your landlord is giving you this notice because they were ordered to demolish or repair the rental unit under any Act or law.



Tribunals Ontario

Landlord and Tenant Board

Form N13

Notice to End your Tenancy Because the Landlord Wants to Demolish the Rental Unit, Repair it or Convert it to Another Use

Instructions

- **Section A:** When to use this notice [p. 1](#)
- **Section B:** Information about compensation [p. 1](#)
- **Section C:** How to complete this notice [p. 2](#)
- **Section D:** How to give this notice to your tenant [p. 3](#)
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- **Section F:** What to do if you have any questions [p. 4](#)

July 28, 2020

SECTION**A****When to use this notice**

You can give this notice to the tenant for the following reasons:

- **Reason 1:** You intend to demolish the rental unit or complex.
- **Reason 2:** You need the rental unit to be vacant in order to do extensive repairs or renovations.
 - **Note:** If you are giving the tenant this notice for this reason, the tenant can choose to move back into the rental unit after the repairs or renovations are complete. However, before the tenant moves out, the tenant must inform you in writing of their intent to re-occupy the rental unit. The tenant also has to keep you informed in writing of any change in their address.
- **Reason 3:** You intend to convert the rental unit or complex to non-residential use.

Giving this notice is the first step in evicting a tenant for the above reasons. See [Section E](#) below for information about what happens after you give this notice to your tenant.

SECTION**B****Information about compensation**

If the reason you are giving this notice is that you are **converting or demolishing** the rental unit or complex:

- If the rental unit is located in a residential complex that contains at least five residential units you must give the tenant an amount equal to three months' rent,
- If the rental unit is located in a residential complex that contains fewer than five residential units you must give the tenant an amount equal to one months' rent, or
- you must offer the tenant another rental unit that is acceptable to the tenant.

If you are giving this notice because you are **repairing or renovating** the rental unit and the tenant does not give written notice that they will be moving back into the rental unit once the repairs or renovations are complete:

- If the rental unit is located in a residential complex that contains at least five residential units you must give the tenant an amount equal to three months' rent,
- If the rental unit is located in a residential complex that contains fewer than five residential units you must give the tenant an amount equal to one months' rent, or
- you must offer the tenant another rental unit that is acceptable to the tenant.

If the reason for the notice is that you are **repairing or renovating the rental unit and the tenant has given written notice that they will be moving back** into the rental unit once the repairs or renovations are complete:

- If the rental unit is located in a residential complex that contains at least five residential units you must give the tenant an amount equal to three months' rent or an amount equal to the rent for the period of time the rental unit will be under repair or renovation, whichever is less,
- If the rental unit is located in a residential complex that contains fewer than five residential units you must give the tenant an amount equal to one month's rent or an amount equal to the rent for the period of time the rental unit will be under repair or renovation, whichever is less, or
- you must offer the tenant another rental unit that is acceptable to the tenant.

If you are giving the notice because you will be converting, demolishing, repairing or renovating a site on which a tenant-owned mobile home or land lease community home is located, the landlord must give the tenant an amount equal to one year's rent, or \$3,000, whichever is less.

Compensation must be paid to the tenant on or before the termination date in the notice.

Exception: You are not required to compensate the tenant if the reason you are giving this notice is because you have been ordered to demolish or repair the rental unit or complex under any Act.

SECTION

C

How to complete this notice

Read these instructions before completing the notice. You are responsible for ensuring that your notice is correct and complete. Follow the instructions carefully when you complete the notice. If you do not complete the form properly, your notice may not be valid and you may have to start over.

Under **To**, fill in the name of the tenant to whom you want to give the notice. If there is more than one tenant living in the rental unit, fill in the names of all of the tenants. Where there is a subtenant or assignee, you should name these people in the notice. However, you do not need to name other occupants, such as children or guests of the tenant.

Under **From**, fill in your name. If there is more than one landlord, fill in the names of all of the landlords.

Under **Address of the Rental Unit**, fill in the complete address of the rental unit, including the unit number (or apartment or suite number) and the postal code.

The Termination Date

Fill in the termination date. The termination date must be at least **120 days** after the date that you give the tenant this notice. Also, the date must be on the last day of the rental period or, if the tenancy is for a fixed term, the last day of the fixed term.

Note: If the rental unit is in a mobile home park or land lease community and the tenant owns the mobile or land lease home, the termination date cannot be earlier than one year after you give the tenant this notice. The termination date must also be effective on the last day of the rental period or fixed term.

Once you have given this notice to the tenant, the tenant may end the tenancy on an earlier date by giving you at least 10 days written notice.

When you are counting the days, do not include the date you are giving the notice to the tenant. If you are **faxing** the notice, it is deemed to be given on the date imprinted on the fax. If you are sending the notice **by courier**, add one business day for delivery. If you are sending the notice **by mail**, add five days for delivery.

Example:

The landlord has a monthly tenancy agreement with a tenant. The landlord must give the tenant at least 120 days notice and the termination date must fall on the last day of the rental period, or last day of the fixed term. If the landlord wants the tenant to move out of the rental unit by August 31st, the latest date that the landlord could hand this notice to the tenant would be May 3rd. If the landlord chose to mail this notice to the tenant, the latest the landlord could mail this notice would be April 28th.

My Reason for Ending your Tenancy:

Shade the circle completely next to the reason for giving the tenant this notice.

Details About the Work I Plan to do:

Fill in details about the work you plan to do. Include dates, a description of the work you are going to do, etc. It is important to be as specific as possible. If you need additional space, complete and attach an additional sheet of paper.

Necessary permits:

Shade the circle to indicate whether you have obtained or will obtain any permits or other authorization that are required to do the work.

If you are serving this notice because you want to convert the rental unit or complex to a non-residential use or to demolish it, and no permits or other authorization are necessary, check the appropriate box on the form.

Note: The Landlord and Tenant Board (LTB) will not issue an order terminating the tenancy and evicting the tenant unless you have obtained any permits or other authorizations that are required. If it is not possible to obtain the permits or other authorizations until the unit is vacant, the LTB will not issue an order terminating the tenancy and evicting the tenant unless you can show that you have taken all reasonable steps to obtain the permits or authorizations.

Signature:

If you are the landlord, shade the circle marked “Landlord”. If you are the landlord’s representative, shade the circle marked “Representative”. Fill in your name and phone number. Then, sign the notice and fill in the date you sign the notice.

Representative’s Information (if applicable):

If you are the landlord’s representative, fill in your name and phone number. Then, fill in your name, company name (if applicable), and mailing address. Include your phone number and fax number, if you have one.

SECTION**D****How to give this notice to your tenant**

There are many ways that you can give this notice to your tenant. You can:

- hand it directly to the tenant or to an adult in the rental unit,
- leave it in the tenant's mailbox or where mail is ordinarily delivered,
- place it under the door of the rental unit or through a mail slot in the door,
- send it by fax to a fax machine where the tenant carries on business or to a fax machine in their home,
- send it by courier, or
- send it by mail.

You cannot give the tenant this notice by posting it on the door of the tenant’s rental unit.

SECTION**E****What happens after you give this notice**

It is important that you keep a copy of the notice you give your tenant.

You can apply to the LTB for an order to terminate the tenancy immediately after giving the notice to the tenant.

To make this application, you need an [Application to End a Tenancy and Evict a Tenant](#) (Form L2). You will also need to file a copy of the [Notice to End your Tenancy at the End of the Term](#) (Form N13) you gave the tenant, and a [Certificate of Service](#) to tell the LTB when and how you gave the notice to the tenant.

You must apply no later than 30 days after the termination date you put in this notice.

The L2 and the Certificate of Service forms are available at your local LTB office, or from the LTB website at tribunalsontario.ca/ltb.

You can visit the LTB website at: tribunalsontario.ca/ltb

You can call the LTB at 416-645-8080 from within the Toronto calling area, or toll-free at 1-888-332-3234 from outside Toronto, and speak to one of our Customer Service Officers.

Customer Service Officers are available Monday to Friday, except holidays, from 8:30 a.m. to 5:00 p.m. They can provide you with **information** about the *Residential Tenancies Act* and the LTB's processes; they cannot provide you with legal advice. You can also access our automated information menu at the same numbers listed above 24 hours a day, 7 days a week.