



Community Advocacy & Legal Centre

INFORMATION FOR LANDLORDS

(UPDATED: AUGUST 2016)

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

You can read the **Residential Tenancies Act** online at ServiceOntario E-Laws site: <https://www.ontario.ca/laws>.
(Direct link: <https://www.ontario.ca/laws/statute/06r17>)

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 are 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 a variety of topics. Visit the LTB website at www.sjto.gov.on.ca/ltb/.

Filing LTB Documents

LTB Forms are available online at <http://www.sjto.gov.on.ca/ltb/forms/> or you can pick up the forms at the **ServiceOntario Centres** located at:

**199 Front Street
Century Place, Unit 109
Belleville, Ontario**

**50 Monck Street
Bancroft, Ontario**

**255 Metcalf Street
Tweed, Ontario**

**1201 Division Street
Kingston, Ontario**

For a complete list of all office locations, please visit the ServiceOntario website at:
<https://www.ontario.ca/page/serviceontario-locations-hours-and-contact>.

For office hours and general inquiries, please telephone 1-800-267-8097 (Toll Free) or 1-800-268-7095 (TTY/Teletypewriter users only - Toll Free).

ServiceOntario 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.

www.communitylegalcentre.ca

158 George Street, Level 1
Belleville, ON K8N 3H2
Tele: (613) 966 8686

Toll Free: 1 877 966 8686
Fax: (613) 966 6251
TTY: (613) 966 8714

Your community legal clinic



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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. Their website provides links to other useful resources such as landlord associations, community legal clinics, government agencies, and community organizations. Annual membership within the LSHC costs \$25.00 and entitles you to receive 4 issues of LSHC's Quarterly Newsletter, email bulletins and to attend the LSHC Annual General Meeting.

www.landlordselfhelp.com

The Landlord Self Help Centre is located at: 425 Adelaide Street West, 4th Floor, Toronto, Ontario M5V 3C1
Phone: 416-504-5190 or 1-800-730-3218, Fax: 416-504-1932

ProBonoOntario.org - Free Legal Assistance for Small-Scale Landlords (Residential) – Appeals Only

Pro Bono Ontario offers free legal advice (approx. 30 minutes per visit) in person (on specific days) at its help centres in Toronto & Ottawa and by phone (for matters handled by Ontario's civil courts only, not the Landlord and Tenant Board). To receive assistance at the self-help centre in person or by phone, you must be a small-scale residential landlord (a person that rents a basement apartment, a floor in his/her home, duplex, triplex, and condos etc.) and meet the eligibility requirements. Apply online: <https://www.probonoontario.org/housing/>.

Law Society Referral Service (LSRS)

The Law Society Referral Service (LSRS), known for the past 40 years as the Lawyer Referral Service (LRS), has been filling an important community need by connecting lawyers and people looking for assistance with a legal matter. If you need the services of a lawyer or a licensed paralegal, you can visit the LSRS website at www.lawsocietyreferralservice.ca and fill out their online request form (they no longer accept phone calls, unless in crisis (1-855-947-5255)). You will be referred to a legal professional in your area within 3 days for a free half-hour consultation. <http://lsuc.on.ca/lrs/>.

Community Legal Education Ontario (CLEO)

CLEO provides legal information on various topics including landlord and tenant law. Their website provides links to other useful resources such as public legal education and laws. www.cleo.on.ca

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.

Financial Resources for Your Tenants

A financial resource listing to help tenants in arrears to pay rent owing is available on our website at: www.communitylegalcentre.ca/legal_information/Tips/HSG/Financial-Resources-for-Tenants.pdf.

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