

EVICTON FLOW CHART

NON
PAYMENT
OF RENT

With the amount of phone calls coming into our office about tenants not paying rent, here is a flow chart you can use.

SERVE NOTICE TO TENANT

Serve the tenant in accordance to the Landlord and Tenant Board's acceptable methods of service which are: in person, mail, courier, handing it to someone in unit over 18, fax, or placing it in the mailbox where mail is delivered.

N4 FORM

Fill out N4 form to terminate tenancy for non payment of rent.
N4 Form

14 DAY GRACE PERIOD

In accordance with the N4, the tenant has 14 days to: 1) Pay all arrears, or, 2) Move out of the rental unit.

L1 FORM

If the tenant pays during the 14 day grace period, the N4 notice becomes void. If the tenant does not pay, the landlord can apply to evict a tenant for non-payment of rent and to collect rent the arrears that the tenant owes.
(Board Fee \$201.40)
L1 Application

LTB NOTICE FOR HEARING

The LTB will mail out a notice of hearing with the option of mediation.

HEARING DATE

On the date of your hearing, the parties will have an option to mediate or wait for their matter to be heard by the adjudicator, or both, if they can't come up to an agreement in mediation.

ORDER

(A) If the tenant does not follow the terms set out in the order, the landlord has the right, often without notice to the tenant, to apply to the Enforcement Office to book the sheriff for an eviction.
(B) If the tenant follows the terms set out in the order, the order will become void after the specified date and the tenant can remain in the rental unit.



BOOK SHERIFF FOR EVICTION

If you have reached this step, you will have to book the Sheriff (in person) with the original copy of the LTB order. This can take 2-3 weeks, depending on the schedule of the Enforcement Office.

EVICTION

On the date of the eviction, the landlord, with the supervision of the sheriff, can change the locks and secure the property.

72 HOURS ACCESS

The tenant has 72 hours to make arrangements with the landlord to remove their belongings from the rental premises. Failure to do so, within the time period, the landlord may dispose of the belongings. If, after the 72 hours, the tenant leaves any belongings, the landlord is free to dispose or sell what is remaining.

POSSESSION

Once the tenant has been successfully evicted, given 72 hours to remove their belongings, and the locks have been changed, the landlord retains control of the rental unit.

RE-RENT OR SELL

Once you have possession of your unit, you may renovate the unit to re-rent the unit or sell it if you desire.

Note: Although this infographic makes the process look simple and straight forward, there are many roadblocks that may arise. The landlord and tenant board (LTB) is known to be "tenant friendly" and tenants have access to **FREE** duty council. A common road block is when the tenant may file a request to review an order, also known as putting a "stay" on an order. A Request to Review an Order (Stay) can be made by the tenant if:

- they believe the order contains a serious error, and/or
- they were not reasonably able to participate in the proceeding.

When a stay is put on an order, the landlord cannot proceed with an eviction- and the Enforcement Office will not evict, until a hearing date is received and the parties return to the board. In most cases, this is a "stall" tactic that tenants use to "buy more time". Upon return to the board, the adjudicator has the power to decide if the stay should be lifted in order for the eviction to be carried out, or if the tenant can remain as a tenant as there was an error in the order.

Note: Obtaining another hearing date to review the order (stay) may take, on average, an additional 5-7 months.



ARE YOU INTERESTED IN BECOMING A MASTER LANDLORD? IF SO, DOWNLOAD OUR FREE GUIDE AND BE ON YOUR WAY IN MASTERING THE ART OF LANDLORDING.

"You Need To Treat Your Rental Properties Like A Business"
- Toronto LTB adjudicator -

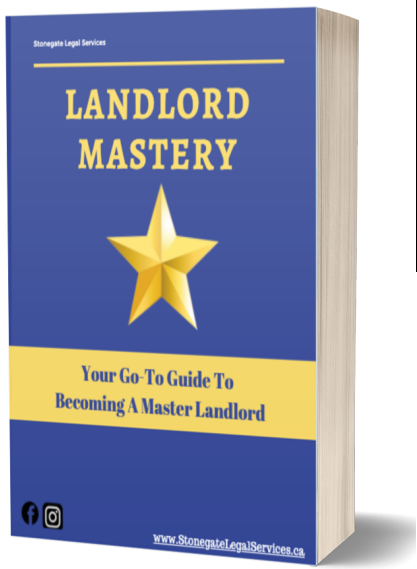
Your biggest dilemma when considering to purchase a property to rent is how to make it profitable, with less headaches.

Our "Landlord Mastery Guide" Solves This.

With this guide you will understand how to treat your rental properties like a business freeing up your time of dealing with crazy tenants or not collecting rent payments from them.

Things you will learn:

- 1) The six essential steps that you must implement to become a better landlord
 - 2) Step by step guide from start to finish. Nothing left out!
 - 3) How to find, and qualify tenants to ensure minimal headaches
 - 4) All the documents you need to effectively run a landlord-tenant business
 - 5) Forms and agreements such as rent receipts, parking, snow removal, grass cutting agreements.
- and...much more!



FREE GUIDE REVEALS HOW TO MASTER THE ART OF LANDLORDING TO SAVE YOU TIME AND MONEY.

TO RECEIVE your FREE report "Landlord Mastery" guide simply click on the link to have it emailed to you.

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