

# Assignment Introduction

Your Name:

\_\_\_\_\_

Your Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Landlord's Name:

\_\_\_\_\_

Landlord's Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

Dear

\_\_\_\_\_,

This letter is to introduce you to \_\_\_\_\_, to whom I am assigning  
[Sub-Tenant's Name]

my apartment on: \_\_\_\_\_  
[Month/Day/Year]

They fulfill the requirements of being reasonable tenant.

Thank you,

\_\_\_\_\_

# Assignment Request

Your Name:

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Your Address:

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Landlord's Name:

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Landlord's Address:

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Date: \_\_\_\_\_

Dear \_\_\_\_\_,

I am writing to request permission to assign my apartment.

I look forward to receiving your written response

# Letter About Interest

Your Name:

Your Address:

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Landlord's Name:

Landlord's Address:

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Date: \_\_\_\_\_

Dear \_\_\_\_\_,

It has been more than one year since I have received interest on my Last Month's Rent deposit. According to the *Residential Tenancies Act*, [subsection 106.(6)] I am entitled amount, which is \_\_\_\_\_%.

Because I have not received any interest payment, I am notifying you that I am deducting \$\_\_\_\_\_ from my rent cheque dated \_\_\_\_\_ .  
[Month/Day/Year]

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Thank you,

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# Notice of Termination

Your Name:

Your Address:

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Landlord's Name:

Landlord's Address:

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Date: \_\_\_\_\_

Dear \_\_\_\_\_,

I am giving you notice that I am terminating my tenancy. The last day of my tenancy will be \_\_\_\_\_ . I will move out on or before this date.  
[Month/Day/Year]

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Thank you,

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# Repair Request Follow-Up

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Landlord's Name: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

On this date: \_\_\_\_\_ I requested the following repairs to be made.  
This letter is second request for repairs to be done in my unit.  
The following disrepair issues still exist:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

In my first letter, I asked that the repairs be done as soon as possible. The repairs have still not been completed.

If the repairs are not completed within the next 24 hours, I may choose to call a City of Toronto Municipal Licensing Standards investigator.

Thank you,  
\_\_\_\_\_

# Repair Request

Your Name:

Your Address:

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Landlord's Name:

Landlord's Address:

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Date:

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Dear

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**This letter is a written request for repairs to be done in my unit  
The following disrepair issues currently exist:**

- 1.
- 2.
- 3.
- 4.

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**Please attend to these repairs as soon as possible. I will consider it reasonable if the work is done within the next:**

- 24 hours
- \_\_\_\_\_ days
- \_\_\_\_\_ week(s)

Thank you,

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# Request for Sublet

Your Name:

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Your Address:

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Landlord's Name:

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Landlord's Address:

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Date:

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Dear

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I am writing to request permission to sublet my apartment to a new tenant from the dates of:

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to

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Upon receiving your written agreement, I will look for a suitable tenant.

Thank you,

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# Sublet Agreement

This agreement is made between:

\_\_\_\_\_  
[Tenant(s)]  
and  
\_\_\_\_\_  
[Subtenant(s)]

The Tenant(s) have signed a Tenancy Agreement or Lease dated:

\_\_\_\_\_  
[Month/Day/Year]

Between:

\_\_\_\_\_  
[Tenant(s)]  
and  
\_\_\_\_\_  
[Landlord]

The Tenant(s) wish to sublet the premises at:

\_\_\_\_\_  
[Address]

**\*\*Rent charged to a sub-tenant may not exceed the rent paid by the tenant\*\***

1. The Sub-Tenant(s) shall pay the Tenant(s) the sum of \$ \_\_\_\_\_ per week/month for the period of \_\_\_\_\_ to \_\_\_\_\_  
[Month/Day/Year] [Month/Day/Year]
2. The Tenant(s) may direct the Sub-Tenant(s) to pay the aforementioned rent directly to the Landlord or to whomever the Tenant(s) direct.
3. The Sub-Tenant(s) shall abide by all terms and conditions in the Tenancy Agreement or Lease dated: \_\_\_\_\_  
[Month/Day/Year]

The Sub-Tenant(s) are in possession of a copy of said lease.

\_\_\_\_\_  
[Sub-Tenant(s)]

\_\_\_\_\_  
[Tenant(s)]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Date]



# Sublet Introduction

Your Name:

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Your Address:

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Landlord's Name:

---

Landlord's Address:

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Date: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter is to introduce you to \_\_\_\_\_, to whom I am subletting  
[Sub-Tenan't Name]

my apartment from the dates of:

\_\_\_\_\_ to \_\_\_\_\_  
[Month/Day/Year] [Month/Day/Year]

They fulfill the requirements of being a reasonable tenant.

During the time period of this sublet, my forwarding address will be:

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Thank you,

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# Co-Tenancy Agreement

This agreement between:

\_\_\_\_\_  
[Leaseholder or Head Tenant]  
and  
\_\_\_\_\_  
[Roommate]

states that both parties agree to share the rental unit located at:

\_\_\_\_\_  
[Address]  
for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_  
[Month/Day/Year] [Month/Day/Year]

It is agreed that \_\_\_\_\_ will pay \_\_\_\_\_ the  
[Roommate] [Leaseholder or Head Tenant]  
amount of \$ \_\_\_\_\_ per month on the \_\_\_\_\_ day of each month.

It is also agreed that the following services or utilities:

\_\_\_\_\_  
will be paid in the following manner:  
\_\_\_\_\_

It is also agreed that both parties will observe the following house rules  
so that all parties will have reasonable enjoyment of the unit:

Both parties agree that if either party wishes to terminate the agreement to share the unit  
they will give \_\_\_\_\_ days written notice to the other party.  
The notice period will begin on the date of the month when rent is paid.

Both parties agree to respect the right to privacy and consideration of the other in their  
actions as co-habitants of a shared rental unit.

\_\_\_\_\_  
[Leaseholder or Head Tenant Signature]  
\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Roommate Signature]  
\_\_\_\_\_  
[Date]

**NOTE:** This agreement is intended as a way of facilitating good relations between individuals living in shared accommodations.  
It cannot be expected to have legal standing under the *Residential Tenancies Act*.