

## About Action Housing

Action Housing is a charitable organization devoted to helping and providing the necessary tools to low and moderate income individuals and families to access and maintain safe, adequate and affordable housing. We offer the following services :

- ✓ Housing loss prevention services
- ✓ Tools to assist with housing search
- ✓ Subsidized housing applications
- ✓ Assistance in dealing with housing problems (e.g. eviction, maintenance, illegal rent increase, discrimination)
- ✓ Information about tenants' rights and responsibilities
- ✓ Information on emergency shelters
- ✓ Housing search drop-in centre available without an appointment, during open hours
- ✓ Free advertisement of vacant units through our Housing Locator Program

## Contact Us

Telephone : 613-562-8219

Fax : 613-241-1526

Email : [info@action-logement.ca](mailto:info@action-logement.ca)

Web : [www.action-logement.ca](http://www.action-logement.ca)



261 Montreal Road, Suite 200  
Ottawa, ON K1L 8C7

## How to Be a Good Rooming House Tenant



## Table of Contents

Financial Responsibility .....	1
Behaviour .....	1
Maintenance .....	3
Additional Rules .....	5
Ending Tenancy .....	5
Resolving Issues .....	5

## About This Booklet



All Ontario rooming house tenants and landlords have rights and responsibilities according to the Ontario Residential Tenancies Act (RTA). The following document contains tips for Ontario rooming house tenants on how to meet those legal responsibilities, while working towards a smoother, positive relationship with their landlords. Please note that this booklet is not a legal document; for advice on specific matters, please contact a housing loss prevention agency near you, or the Ontario Landlord and Tenant Board by calling 1-888-332-3234.

## Additional Rules



- ✓ **Follow any additional rules the landlord has outlined in your lease.**

## Ending Tenancy



- ✓ **Always give the landlord a written notice to vacate at least 60 days to the end of the month when you plan on leaving your room.** This applies even when your lease is about to come to an end.
- ✓ **When you vacate your room, ensure it is empty, clean and in good condition.**
- ✓ **Ensure all your bills are paid in full to the end of your occupancy.**

## Resolving Issues



- ✓ **Landlords and rooming house tenants are required to follow the law.** If you have any problems or disagreements, you should first discuss the issue and try to resolve it with your landlord. If you feel that the landlord is not obeying the law, you may contact the Landlord and Tenant Board for information about your rights and responsibilities, including whether you may apply to the Landlord and Tenant Board to resolve the dispute.

# How to Be a Good Rooming House Tenant

- ✓ **Never make any alterations to your room without written permission from your landlord.** This includes painting, adding, removing and changing flooring, etc.
- ✓ **Never change or add locks to your room without your landlord's permission.** After getting permission, ensure the landlord is immediately provided with a copy of the key.
- ✓ **Immediately report drips, leaks, electricity issues and heating issues to your landlord.**
- ✓ **Always report a vermin or insect infestation to your landlord as soon as you notice it.** The longer you wait, the harder and more costly it will be to control the issue. Do not take matters in your own hands by purchasing inappropriate products.
- ✓ **Ensure your landlord and/or repair people can access your room safely after your landlord issues you a 24-hour written notice to enter.** If you have a dog, ensure to make arrangements for it. You can make arrangements for someone to be there or to take the dog out of the room during the visit.
- ✓ **Ensure your room is properly prepped and your pets properly cared for when your landlord gives you a written notice for treatment for pests such as bedbugs, cockroaches, ants, termites, mice, rats and other vermin.**
- ✓ **Give your landlord a reasonable amount of time to fix issues in your room after you report them.**

## Financial Responsibility



- ✓ **Pay your rent in full and on time every month** at the location and using the method of payment agreed upon by you and your landlord. This applies even if you have maintenance or repair issues in your unit.
- ✓ **Do not make NSF payments** when paying your rent, any arrears or for any other money owing to your landlord. When a payment is NSF and is not fully replaced by the due date, the rent is considered to be late. The landlord can also charge you NSF fees.

## Behaviour



- ✓ **Be a responsible pet owner.** Do not keep pets that are on the City's Prohibited Animal list. Clean up after your pet to ensure there are no smells. Ensure they do not cause any kind of damage to your room or property. Immediately clean up after your pet in the rooming house yard and anywhere else.

## Maintenance



- ✓ **Ensure that you, your pets, your guests or anyone else you allow onto the property does not make any excessive noise.** especially between 11pm and 7am.
- ✓ **Ensure that your guests or anyone you allow onto the property are respectful towards your neighbours.**  
Remember that as a rooming house tenant, you are ALWAYS considered to be responsible for the actions of your guests and anyone else you allow onto the property.
- ✓ **Ensure to treat your landlord with the respect you would like to be treated with.** Do not harass your landlord.
- ✓ **Refrain from participating in any illegal activity in your room and on your landlord's property.**
- ✓ **Ensure that you, your guests and anyone else you allow onto the property abides by the parking rules, which includes visitor parking.**
- ✓ **Ensure that you, your guests and anyone else you allow onto the property smokes only in areas designated by your landlord, as outlined in your lease.** If you live in a smoke-free property, ensure to smoke off the property.
- ✓ **Do not use the hallways or stairways outside of your room for storage.**
- ✓ **Take care of your room and of any appliances, and keep them clean.**
- ✓ **Appropriately deal with your garbage, recycling and compost.** Be sure to properly sort your garbage, compost and recycling. If your landlord has communal bins, ensure to discard all items in the appropriate bins. If your landlord doesn't have communal bins, store your bins in a location designated by your landlord, put out the bins for collection at the designated time, and pick up your bins after they are emptied by the City.
- ✓ **Take care not to directly or indirectly cause damage to your room or to the property.**
- ✓ **Do not overburden electrical outlets in your room.**
- ✓ **Always turn on communal kitchen and bathroom fans during and after use to prevent moisture build-up and mold.**
- ✓ **Respect the Fire Code at all times.** Do not disable your smoke detector. Immediately report defective smoke and CO detectors to your landlord. Clean up grease after you are done cooking on the cook top. Do not leave stoves or burning candles unattended. Be careful with lit cigarettes. Do not store flammable liquids in your room.