Notice of Entry

Ontario · 24-hour written notice · Free form from Zola Property Management

Give this to the tenant **at least 24 hours before you enter**. Name the reason, the day and a time between **8 a.m. and 8 p.m.** (Residential Tenancies Act, section 27). If you mail it, it counts as given on the fifth day after mailing, so mail it early.

1 TO THE TENANT

Tenant name(s)

Rental unit address (unit number, street, city)

2 WHEN WE WILL ENTER

Date of entry

Time of entry (between 8 a.m. and 8 p.m.)

Give one time, or a short window such as 10 a.m. to 12 p.m.

3 WHY WE WILL ENTER (check one)

- ☐ To do a repair or replacement, or other work:
- ☐ To inspect the unit, to check that it's in good repair and meets health, safety and maintenance standards
- ☐ To show the unit to a potential buyer (the landlord, or a real estate agent with the landlord's written authorization)
- ☐ To let a potential mortgage lender or insurer see the unit
- ☐ For an inspection by an engineer, architect or other qualified person that the Condominium Act requires
- ☐ For another reasonable reason written in the lease:

4 WHO WILL ENTER

Name(s), and company if any

5 FROM THE LANDLORD

Landlord or agent's name

Phone or email

Signature

Date this notice is given

6 HOW THIS NOTICE WAS GIVEN

- ☐ By hand to the tenant
- ☐ In the mailbox or mail slot
- ☐ Under the door
- ☐ By email (the tenant agreed in writing to get notices by email)
- ☐ By mail (counts as given on the 5th day after mailing)

The rules in brief (Residential Tenancies Act)

- Written notice at least 24 hours ahead, with the reason, the day and a time between 8 a.m. and 8 p.m. (section 27).
- No notice is needed in an emergency, or if the tenant agrees to let you in at the time (section 26).
- Once you and the tenant agree to end the tenancy, or either of you gives notice, you may show the unit to new tenants between 8 a.m. and 8 p.m. without written notice, but you must tell the tenant, or try to, before you enter (section 26).
- Mail counts as given on the fifth day after mailing (section 191).

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