



# Landlord and Tenant Fact Sheet

RTB-133

## Checklist for Landlords and Tenants

[Residential Tenancy Act s.2, 4, 13, 17, 18, 23, 26, 29, 33, 42, 43, 45, 49, 58](#) [Residential Tenancy Regulation s.12, 18, 22](#)

This fact sheet contains a checklist for landlords and tenants to use when they are considering entering into a tenancy agreement. The checklist is a reminder of topics that the landlord and tenant may wish to address; however, it does not list everything that should be covered in a tenancy agreement.

### Are you looking for a place to rent?

If you are going to rent an apartment, suite, condo, or house, you will have rights and obligations as a tenant under the *Residential Tenancy Act*. Be sure you understand the rules that apply to you, and have a written tenancy agreement with the landlord. There are special rules that apply to manufactured home parks. The *Checklist for Manufactured Home Park Landlords and Tenants* fact sheet provides basic information about them.

### Are you a landlord?

If you are planning to rent out a suite in your house (e.g. in the basement), or your condo or apartment building, you will have rights and obligations as a landlord under the *Residential Tenancy Act*. Be sure you understand the rules that apply to you, and have a written tenancy agreement with the tenant(s).

### About the Rent

- How much is the rent?
- When is the rent due? E.g., weekly, monthly?
- How is the rent collected?
- What happens if the rent is not paid on time?
- Is the rent scheduled to increase? When? By how much?

### Beginning the Tenancy

#### Residential Tenancy Branch

Lower Mainland: 604-660-1020 Victoria: 387-1602 Elsewhere in BC: 1-800-665-8779

Website: [www.rto.gov.bc.ca](http://www.rto.gov.bc.ca)

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- Is the tenancy agreement for a fixed length of time, or is it month-to-month?
- Is a security deposit required?
- Is a pet deposit required from tenants with pets?
- When is the condition inspection?
- What is included in the tenancy agreement?
  - Parking?
  - Secure storage?
  - Common laundry facilities?
  - Utilities such as electricity, water, heat, cable, or Internet? Are hook-up charges extra?
- What are the rules of the building?
  - About pets?
  - About guest parking?
  - About common recreational facilities, such as pool hours?

### During the Tenancy

- Are there common areas?
- When can the landlord enter the rental unit?
- Who does the tenant contact if there is a problem?
- Who takes care of yard work, fence maintenance and snow removal?
- Who takes care of repairs, including emergency repairs?
- Can another person move in with the tenant during the tenancy?
- What is the first step that should be taken to resolve a dispute between the landlord and tenant?

## End of Tenancy

- When and where are notices delivered when it's time to move out?
- What happens if the landlord decides to sell or change the use of the unit?
- What happens if the tenant decides to move before the end of the tenancy?
- When is the condition inspection?
- Has the tenant provided an address in writing for the return of the security deposit?

## For more information ...

Visit the RTB's Web site at [www.rto.gov.bc.ca](http://www.rto.gov.bc.ca).

Call an Information Officer or listen to our 24 Hour Recorded Information Line:

Lower Mainland: 604-660-1020

Victoria: 250-387-1602

Elsewhere in BC: 1-800-665-8779

Visit the RTB nearest you:

Burnaby: 400-5021 Kingsway

Victoria: 1st Floor, 1019 Wharf Street

Kelowna: 305-478 Bernard Avenue

RTB Burnaby, Victoria and Kelowna are open 8:30 a.m. to 4:30 p.m., Monday to Friday.

All RTB offices are closed on statutory holidays.

If there is no RTB in your area, you can get residential tenancy guides, fact sheets and forms online at [www.rto.gov.bc.ca](http://www.rto.gov.bc.ca) or at any Service BC—Government Agents Office.

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