



## Serving Notice of Termination at the End of a Tenancy

These procedures are implemented to minimize risk of loss and deal with outstanding amounts in a timely fashion.

CCOC may refuse to renew Tenancy Agreements of tenants who fall into one of the following categories:

### Categories & Standards

**Persistent Late Payment of Rent** - but rent is paid in full by end of month:

**Standard a):** Rent has been paid after the fifth business day of each month for at least six of the past twelve consecutive months.

**Standard b):** Some portion of rent continues to be owed for the past three months and no payment schedule is in place or adhered to.

### Persistent Returned Cheques

**Standard:** Two of the last six months' payments were returned from the bank as non-negotiable (e.g. NSF, stop-payment, funds not cleared, etc.)

### Procedures

- The Rent Collections Officer sends a written notice to the tenant(s) advising them that CCOC may not renew their tenancy agreement at the end of the lease term and requests they make arrangements to meet with the Rent Collections Officer to discuss the matter.
- If the tenant(s) fails to make arrangements by the date specified in the notice, CCOC may proceed with termination of the tenancy and the tenant(s) will be notified by mail of the intention to proceed.
- If the meeting takes place, the tenant(s) will sign a contract and will be given a minimum of three months to demonstrate improved payment habits.

If there is no significant improvement, and staff are recommending that the tenancy be terminated, the Executive Committee may authorize staff to proceed to the Landlord Tenant Board on an L2 Application (*Application to End a Tenancy and Evict a Tenant*)

based on the previous Form N8 served (*Notice to End Your Tenancy at the End of a Term*). It is a requirement that the N8 is served at least sixty days before the end of the tenancy agreement.

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