

Sample Letter To Landlord

Your Name
Your Address

Date

Landlord's Name
Landlord's Address

Dear Landlord,

I am your tenant at [your address]. I am concerned about the following problems with my apartment/ house:

[list problems that exist, for example:]

The fire alarm does not work.

There is no lighting in the hall of the building.

I have been without heat for the last week.

There are cockroaches/mice in my unit.

The roof is leaking.

I spoke to you about these problems on [date]. They still have not been fixed. I would like these problems fixed by [give reasonable date to have problems fixed i.e. two weeks].

If the problems are not fixed by this date, I will be contacting the Municipal Property Standards Inspector to ask for an inspection. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

Useful Phone Numbers

SERVICE ONTARIO:
1-800-267-8097

ONTARIO HYDRO:
1-800-664-3377

**UNION GAS
BILLING & MOVING:**
1-888-774-3111

ONTARIO ENERGY BOARD:
1-877-632-2727

ELECTRICAL SAFETY AUTHORITY:
1-877-372-7233

**NORTH BAY FIRE PREVENTION
OFFICE:**
474-0626

If you live outside of North Bay, call the Property Standards Officer in your municipality for fire safety problems.

NORTH BAY POLICE SERVICE:
472-1234

ONTARIO PROVINCIAL POLICE:
1-888-310-1122

NIPISSING COMMUNITY LEGAL CLINIC
107 Shirreff Avenue, Suite 214, North Bay, Ontario P1B 7K8
**LA CLINIQUE JURIDIQUE COMMUNAUTAIRE DE NIP-
ISSING**
107, Avenue Shirreff, Suite 214, North Bay, Ontario P1B 7K8

Funded by Legal Aid Ontario

**Tel: (705) 476-6603
Fax: (705) 476-7532
TTY: (705) 476-5370**



Getting Repairs Done



For Tenants in Nipissing District



Nipissing Community
Legal Clinic

La Clinique Juridique
Communautaire de Nipissing
Funded by Legal Aid Ontario

Getting Repairs Done

Steps to Follow:

1. Write a letter to your landlord and ask for the problem to be fixed within a reasonable amount of time. A sample letter is on the back of this brochure. Keep a copy for your records.
2. Keep track of the problem by taking pictures, videos, and/or using witnesses.
3. If your landlord does not fix the problem after a reasonable amount of time, call the Property Standards Inspector in your municipality and ask for an inspection.
4. If your landlord still does not fix the problem, apply to the Landlord & Tenant Board to get your landlord to do the work.

PROPERTY STANDARDS

BY-LAWS:

Most municipalities have property standards by-laws. These by-laws set out minimum standards for buildings and land so that they are safe.

You can ask for an inspection for problems such as:

- No water
- Building repairs
- Sewage problems
- No hydro
- Dirty conditions
- Lack of heat

If your municipality does not have a property standards by-law, you may need to file an application with the Landlord Tenant Board to have repairs or maintenance laws enforced.

LANDLORD AND TENANT BOARD INFORMATION (LTB)

To apply to the Board:

1. Call the Landlord & Tenant Board at **1-888-332-2334** to ask which forms you need and to ask any questions.
2. Go to your nearest Service Ontario office to fill out the forms or print them from the website. Payment of fees is debit, cash, credit card, certified cheque or money order and must be made in person at one of the following locations.

Web site: www.ltb.gov.on.ca

For tenants in the North Bay Area:

Service Ontario
447 McKeown Ave.
Suite 111
North Bay, Ontario
P1B 9S9
(705) 497-6821

For tenants in the Sturgeon Falls Area:

Service Ontario
94 King St., Unit 8
Sturgeon Falls, Ontario
P2B 2Z5
(705) 753-2900

Tenant Application Forms:

T6 Maintenance Form

- Cost \$50 or apply for fee waiver.
- One year time limitation (the problem must have happened within the past year).
- Several possible remedies such as: an order for the repairs to be done, compensation, partial refund of your rent, or fines may be ordered.

Municipal Addresses & Phone Numbers:

Bonfield

365 Highway 531
Bonfield P0H 1E0
Phone: (705) 776-2641

Calvin

1355 Peddlers Dr.
R.R. #2
Mattawa P0H 1V0
Phone: (705) 744-2700

Chisholm

2847 Chiswick Line
Powassan P0H 1Z0
Phone: (705) 724-3526

East Ferris

390 Highway 94
Corbeil P0H 1K0
Phone: (705) 752-2740

Mattawa

160 Water St.,
P.O. Box 390
Mattawa P0H 1V0
Phone: (705) 744-5611

North Bay

200 McIntyre St. E.
P.O. Box 360
North Bay P1B 8H8
Phone: (705) 474-0400

Papineau-Cameron

4861 Highway 17
Mattawa P0H 1V0
Phone: (705) 744-5610

Temagami

P.O. Box 220,
7 Lakeshore Drive
Temagami P0H 2H0
Phone: (705) 569-3421

West Nipissing

225 Holditch St.,
Unit 101
Sturgeon Falls P2B 1T1
Phone: (705) 753-2250

Mattawan

P.O. Box 610
Mattawa P0H 1V0
Phone: (705) 744-5680