

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:

[list problems that exist, for example:]

The fire alarm does not work.

There is no light in the hall of the building.

I have been without heat for the last week.

I have bed bugs / cockroaches in my unit.

The roof is leaking.

I spoke to you about these problems on [date]. They still have not been rectified. I would like these problems fixed by [give reasonable date to have repairs done 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

Fire Prevention/Safety:

Timmins: (705) 360-2626

Iroquois Falls: (705) 232-8785

Matheson: (705) 273-2106

New Liskeard: (705) 647-8298

Kirkland Lake: (705) 567-3400 x 2

Police:

Timmins: (705) 264-1201

Iroquois Falls: (705) 232-4087

Matheson: (705) (705) 273-2213

New Liskeard: (705) 647-8400

Kirkland Lake: (705) 567-3231

Timmins-Temiskaming Community Legal Clinic

202 – 3 Pine Street South

Timmins, ON P4N 2J9

Tel: 1-866-382-0300

Fax: 705-267-0330



Getting Repairs Done



For Tenants in the Timmins & Temiskaming Area

Timmins Temiskaming Community Legal Clinic

Clinique juridique communautaire Timmins-
Témiskamingue

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:

Each municipality has property standard 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 like:

- ◇ Water
- ◇ Building Repairs
- ◇ Sewage problems
- ◇ No Heat/Hydro

If your municipality does not have a property standards by-law, call the Rental Housing Enforcement Unit (RHEU) of the Ministry of Municipal Affairs and Housing at **1-888-772-9277** or visit their website at www.mah.gov.on.ca/ieiu. Ask them for an inspection.

Landlord & 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 any other questions you have.
2. Go to your nearest Service Ontario office to fill out the forms or print them from the website. Payment of fees is debit or cash only and must be made in person at one of the following locations.

Service Ontario Addresses

<u>Timmins:</u>	38 Pine Street N
<u>Iroquois Falls:</u>	33 Ambridge Drive
<u>Matheson:</u>	349 ON-11
<u>New Liskeard:</u>	280 Armstrong Street N
<u>Kirkland Lake:</u>	B-145 Government Road W

Website: www.ltb.gov.on.ca

Tenant Application Forms

T6 Maintenance Form (Cost \$45.00)

The problem must have happened within a **years' time**.

Several possible remedies such as: an **Order** for the repairs to be done, **compensation**, partial **refund** of your rent or **finances** may be ordered.

Municipal Addresses & Phone Numbers:

Timmins

220 Algonquin Blvd E
Timmins, ON P4N 1B4
(705) 264-1331

Iroquois Falls

253 Main Street
Iroquois Falls, ON
P0K 1G0
(705) 232-6357

Matheson

PO Box 601
429 Park Lane
Matheson, ON P0K 1N0
(705) 273-2313

New Liskeard

325 Farr Dr
Haileybury, ON P0J 1K0
(705) 672-3363

Englehart

61 Fifth Avenue
Englehart, ON P0J 1H0
(705) 544-2244

Kirkland Lake

3 Kirkland Street E
Kirkland Lake, ON
P2N 1N9
(705) 567-9361

Cobalt

PO Box 70
18 Silver Street
Cobalt, ON P0J 1C0
(705) 679-8877

Latchford

10 Main St, Hwy 11
Latchford, ON P0J 1N0
(705) 676-2416