Checklist

Before you serve the attached notice to your tenant(s), make sure you can answer **YES** to each of the following questions. If not, your notice may be invalid. If you file an application to the Landlord and Tenant Board based on an invalid notice, your application may be dismissed and you will have to start over.

☐ **Have you waited until the day after the rent was due to give this notice to the tenant?**

Your tenant has until midnight on the day that rent is due to pay you the rent. Make sure you wait until the day after the rent was due before you give the tenant this notice.

☐ **Did you fill in the correct termination date?**

You must give the tenant **at least 7 days**' notice.

When counting the days, do not include the date you are giving the notice to the tenant. For example, if you give the notice to the tenant by hand on March 3rd, the first day of the 7-day notice period is March 4th; in this example, the earliest termination date would be March 10th. **If you are giving the notice to the tenant by mail or courier, you have to add extra days in calculating the termination date.**

Read the Instructions to this form to see how many days you have to add.

☐ **Did you name each tenant who is in possession of the rental unit?**

If there is more than one tenant in possession of the rental unit, fill in the names of all the tenants on the notice. Make sure you spell each tenant's name correctly. You must give **each tenant** a copy of this notice.

☐ **Did you fill in the complete address of the rental unit?**

Be sure that you have provided the full address – be sure to also identify the correct rental unit (for example Unit 202 or Basement) and provide the postal code.

☐ **Did you check your math?**

Make sure you have correctly calculated the amount you believe the tenant owes. Check the calculations in the table on page 3 to be sure the Total Rent Owing is correct. Then check that this amount matches the amount you put in the box on page 1.

☐ **Did you include only rent amounts?**

This form is only for non-payment of **rent**. Rent includes the basic rent for the rental unit, plus any amount the tenant pays you separately for services (such as parking or seasonal A/C charges). If the tenant is paying all or a portion of a utility bill directly to the utility company or indirectly through the landlord, this is not considered rent. See the Instructions for more information.

You should **not** use this form to ask the tenant to pay amounts other than rent (such as the last month's rent deposit or an NSF cheque charge).

☐ **Did you sign and date the notice?**

If you don't, the notice may be invalid.

You should remove this checklist before you give the tenant the notice.

 © King's Printer for Ontario, 2026

Notice to End your Tenancy Early
For Non-payment of Rent
N4
Disponible en français

Tenant: This is a legal notice.
You may be EVICTED if you do not take action.
You have seven (7) days to pay the rent as applicable to your landlord.

Your landlord has provided the following information:

You have failed to pay the following amount of $ _____ in rent.

See the table on the next page for an explanation of how I calculated this amount.

I can apply to the Landlord and Tenant Board (LTB) to have you evicted if you do not:

- **pay this amount by** _____ (dd/mm/yyyy). This is called the termination date.

  Or
- **move out by the termination date.**

If another rent payment becomes due on or before the date you make the above payment to your landlord, you must also pay this extra amount.

Tenant's name: (include all tenant names)	**Landlord's name:**

Address of Rental Unit:

Street Number:	Street Name:	Unit/Apt./Suite:

Municipality (City, Town, etc.):	Province: ON	Postal Code:

WHAT YOU NEED TO KNOW

The following is provided for informational purposes.

Tenant Responsibility

PAY RENT ON TIME: As a tenant, it is your responsibility to pay your rent in full and on time according to your tenancy agreement. A tenant should not withhold any part of the rent, even if the tenant feels that maintenance is poor or a necessary repair has not been done. If you have concerns about maintenance, repairs, or conduct of your landlord, you may wish to seek legal advice. Additional information is available on the LTB's website at: tribunalsontario.ca/ltb/application-and-hearing-process/#panel1.

The termination date

The date that the landlord gives you in this notice to pay or move out must be at least 7 days after the landlord gives you the notice.

 © King's Printer for Ontario, 2026

What if you agree with the notice?

If you agree that you owe the amount that the landlord is claiming, **you should pay this amount by the termination date in this notice**. If you do so, the landlord cannot apply to the LTB to evict you based on this notice.

If you do not pay the amount owing, the landlord can apply to the LTB to evict you. If the landlord applies to the LTB to evict you and the LTB orders the eviction, you will likely have to move out and will likely have to pay the landlord's filing fee, in addition to what you owe.

What if you disagree with this notice?

If you disagree with this notice, you may talk to your landlord and try to resolve the matter. You may also want to get legal advice. If you cannot work things out, the landlord may apply to the LTB for an order to evict you. The LTB will schedule a hearing where you can explain why you disagree.

What if you move out?

If you move out by the termination date in this notice, your tenancy will end on the termination date. However, if you still owe your landlord money, your landlord may apply to the LTB up to one year after the date you moved out to collect rent that is owing.

How will you know if the landlord applies to the LTB?

The earliest date that the landlord can apply to the LTB is the day after the termination date in this notice. If the landlord does apply, the LTB will schedule a hearing and send you a copy of the application and the *Notice of Hearing*.

What you can do if the landlord applies to the LTB

- Talk to your landlord about working out a payment plan.
- Go to the hearing where you can respond to the claims your landlord makes in the application; in most cases, before the hearing starts you can also talk to a LTB mediator about mediating a payment plan.
- Get legal advice immediately; you may be eligible for legal aid services.

How to get more information

For more information about this notice or about your rights, you can contact the LTB. You can visit the LTB's website at tribunalsontario.ca/ltb. You can also reach the LTB by phone at **416-645-8080** or **1-888-332-3234**.

The following information is from your landlord.

This table is completed by the landlord to show how they calculated the total amount of rent claimed on page 1:

Rent Period From: *(dd/mm/yyyy)*	Rent Period To: *(dd/mm/yyyy)*	Rent Charged $	Rent Paid $	Rent Owing $
			Total Rent Owing:	$

Signature

◯ Landlord ◯ Representative

First Name: | Last Name: | Phone Number:

Signature: | Date *(dd/mm/yyyy)*:

Representative Information (if applicable)

First Name: | Last Name:

LSO Number: | Company Name (if applicable):

Mailing Address

Street Number: | Street Name: | Unit/Apt./Suite:

Municipality (City, Town, etc.): | Province: | Postal Code:

Email Address: | Phone Number: