A CHECKLIST FOR LANDLORDS AND TENANTS · AS OF SEPTEMBER 29, 2026

Before you sign the standard lease

Go through it together before anyone signs. Numbers are the form's sections; RTA is the Residential Tenancies Act.

RENTAL UNIT ADDRESS _____ MOVE-IN DATE _____

LANDLORD _____ TENANT(S) _____

The form

- ☐ Use Form 2229E, the version Ontario's guide links (2020/12 as of September 29, 2026). (Guide to Ontario's standard lease)
- ☐ Use the whole form: the introductory note, all 17 sections and the appendix, in substantially the same format. No shorter retyped version. (O. Reg. 9/18 s. 4)
- ☐ Every section is mandatory and can't be changed. Extra terms go in section 15. (Form 2229E)
- ☐ Both sides sign on or before the day the tenant is entitled to move in. (RTA s. 12.1(2))

Section by section Form 2229E

- ☐ **1** Parties: the landlord's legal name and every tenant's name. (RTA s. 12(1))
- ☐ **2** Rental unit: the address, any parking, and whether it's a condo. If it is, the tenant agrees to follow the declaration, by-laws and rules the landlord provides.
- ☐ **3** Contact information: the landlord's address for notices, emergency contacts, and email notices only if both agree, where the Board's Rules of Procedure allow it.
- ☐ **4** Term: the start date, and a fixed term, a monthly tenancy or another period. The tenant doesn't have to move out when the term ends.
- ☐ **5** Rent: the day it's due, the total (lawful) rent with parking and other services, and how it's paid. It can't require post-dated cheques or automatic payments. (RTA s. 108)
- ☐ **5(f)** NSF charge: at most $20, plus the bank's fees. (O. Reg. 516/06 s. 17)
- ☐ **6** Services and utilities: what the rent includes, and who pays electricity, heat and water.
- ☐ **7** Rent discounts: none, or a discount of a kind the Act allows.
- ☐ **8** Rent deposit: none, or up to one month's rent or one rental period's, whichever is less. It's for the last rental period only, never a damage deposit. (RTA s. 106)
- ☐ **9** Key deposit: none, or a refundable one no higher than the expected replacement cost. (O. Reg. 516/06 s. 17)
- ☐ **10** Smoking: already banned in indoor common areas. Rules for the unit, the landlord's property or both.
- ☐ **11** Tenant's insurance: none, or liability insurance at all times, with proof if the landlord asks.
- ☐ **12** Changes to the unit: decorative items such as pictures are allowed, subject to reasonable limits in section 15; other changes need the landlord's permission.
- ☐ **13** Maintenance and repairs: the landlord keeps the unit and property in good repair; the tenant repairs or pays for undue damage caused wilfully or negligently by the tenant, a guest or another occupant.
- ☐ **14** Assignment and subletting: only with the landlord's consent, which can't be arbitrarily or unreasonably withheld.
- ☐ **15** Additional terms: attached, and void if inconsistent with the mandatory terms (O. Reg. 9/18 s. 4). The form asks for plain language, and 10-point type or larger if typed.
- ☐ **16** Changes to the agreement: only in writing, though the Act allows some rent increases and requires some reductions without agreement.
- ☐ **17** Signatures: everyone named in section 1 signs, electronically if both sides agree. Each tenant is responsible for all tenant obligations, including the full rent, unless section 15 says otherwise.

Section 15 can't

A term that conflicts with the Act is void, not the whole lease (RTA s. 4). A lease can't:

- ☐ Ban pets. It can require the tenant to follow condo rules that ban certain pets. (RTA s. 14)
- ☐ Make the remaining rent, or a set sum, due if the tenant pays late or breaks an obligation. (RTA s. 15)
- ☐ Require a damage, pet or any other security deposit besides the rent deposit. (RTA s. 105(1))
- ☐ Charge fees or penalties the Act doesn't allow, such as interest on rent arrears. (RTA s. 134(1))
- ☐ Shift the landlord's repairs to the tenant, even if the tenant knew of the problem before signing. (RTA s. 20)
- ☐ Include an agreement or notice to end the tenancy, signed with the lease. Some student housing is an exception. (RTA s. 37(4) to (7))
- ☐ Ban guests or roommates. (Ontario's guide, s. 15)

After signing

- ☐ **Landlord:** give the tenant a signed copy within 21 days after the tenant signs it and gives it to you, with your legal name and address for notices. Until then, the tenant's duty to pay rent is suspended; once you comply, you can require the withheld rent. (RTA s. 12(1), (2), (4), (5))
- ☐ **Tenant:** if the standard lease wasn't used, demand it once, in writing, and keep the date. If no signed standard lease comes within 21 days, you can withhold up to one month's rent. (RTA s. 12.1(5) to (7))
- ☐ **Landlord:** you can recover that rent only by providing the lease within 30 days after the first withheld payment. (RTA s. 12.1(9))
- ☐ **Tenant on a fixed term:** if the landlord doesn't comply within 21 days of the demand, or does and you don't sign, you can end the tenancy with 60 days' notice, to the last day of a rental period. Once the landlord provides the lease, give that notice within 30 days. (RTA s. 47.0.1)

The form and Ontario's guide: ontario.ca/page/guide-ontarios-standard-lease

General information for Ontario, not legal advice. Checked September 2026.
The full article: https://solvedpm.com/blog/ontario-standard-lease/