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Residential Information Checklist

Rental/Tenancy on Property

Form 826

for use in the Province of Ontario

GENERAL USE: This form is to assist a REALTOR® in the discovery of important information that will give them knowledge and a better understanding of the tenancy, the property and its occupants. This form is for a REALTOR® file only, not to be circulated.

This summary of information is for a REALTOR® file only, to be used as a discovery of information tool. It is suggested Members review and use other Checklist Series Forms, for extended discovery of property and other relevant information.

The first part identifies the property and provides a description of the rental space.

PROPERTY:
SALESPERSON/BROKER/BROKER OF RECORD:
DATE:
CLIENT/CUSTOMER/CONSUMER NAME:
PHYSICAL DESCRIPTION OF RENTAL SPACE:

Next on the form is a summary of the Tenancy details.

TENANCY

Name of Tenant(s):		
Current Rent:	Date of Last Increase:	
Rent Frequency:	Is the lease/rent tenancy in writing? Y <input type="checkbox"/> N <input type="checkbox"/>	
(weekly/monthly/other - specify)	If yes, specify details	
Is this a Month to Month Tenancy <input type="checkbox"/> or Lease Term Tenancy <input type="checkbox"/> or Seasonal Tenancy <input type="checkbox"/>		
If Term Tenancy, what is the term duration	Expiry Date	
(# of years/# of months)		
Comments:		
Documentation for inspections completed:		
Fire Inspection Y <input type="checkbox"/> N <input type="checkbox"/>	Building Inspection Y <input type="checkbox"/> N <input type="checkbox"/>	Electrical Safety Authority Y <input type="checkbox"/> N <input type="checkbox"/>
Date:	Date:	Date:
Comment:		

What follows are a series of questions that confirm the status of the property and financial aspects of the Tenancy. There is also space to add any further information that might be important in marketing the property.

Has zoning compliance been verified? Y N Documentation available:

Is there documentation regarding the present use of the property? Y N Describe:

Are there deposit funds being held for this rental space? Y N Amount \$.....

Are there financial statements available from the Seller? Y N Comment:

Is there landlord/tenant documentation? Y N Describe:

Are there security/access/entry keys? Y N Describe:

Describe parking:

Describe chattels in the premises to be included in a listing for sale:

ADDITIONAL COMMENTS:

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Finally, there is a caution to ensure that the Realtor® has documentation to confirm the information that they have discovered respecting the Tenancy and the use of the property is correct and accurate.

Unless you have identified tenancy and use with confirming documentation, caution and due diligence should be exercised when representing landlord and tenant relationships and/or when representing property use.