

TENANCY AGREEMENT

A **tenancy agreement**, or more commonly referred to as a “**lease**,” is when the **landlord** and **tenant** agree to terms for the rental property. This agreement can either be verbal or written. However, written agreements are always recommended as they provide the necessary evidence for potential problems that may occur while the tenant is living in the rental unit.

- A lease lays out all the terms agreed upon by the tenant and landlord and it **cannot take away any tenant rights** as outlined in the RTA.
- The landlord **must provide a copy** of the lease to the tenant **within 21 days** from the time the tenant and landlord sign the terms of the lease.

There are no standard tenancy agreement forms in Alberta, however, there are many organizations that sell these applications for a fee. The following organizations can provide more **information and forms** relevant to rental agreements and can be purchased online. The following are examples from some small centres across the province:

- Medicine Hat Community Housing Society
- Red Deer Central Alberta Women’s Outreach Society
- Wood Buffalo / Fort McMurray Landlord and Tenant Advisory Board
- Grande Prairie CommVest Realty Ltd.

It is important when working with a newcomer to clearly explain the terms in the lease, and to ensure that the terms are read and understood. When possible, it is best to have someone who speaks the same language explain the terms of a lease.

A **lease includes** information such as:

- The names and contact information of the tenant and landlord
- The address of the house or rental property
- The monthly rent (whether this includes utilities or not)
- The date of when the rent is due (usually the first day of each month)
- The term of the rental period which can either be a **periodic tenancy agreement** (month-to-month), or a **fixed term tenancy agreement** (month-to-month, week-to-week, or year-to-year)
- The conditions that must be met for ending a lease
- The conditions for **subletting** the property being rented
- A list of responsibilities such as repairs or upkeep



- Any restrictions such as whether smoking is permitted in the rental premises or if pets can reside within the rental premises
- Process for making changes to the lease and how to resolve any disagreements
- When and how the landlord can enter the rental unit