

24 hour entry notice template

Section 27 sets three requirements for a written entry notice: the reason for entry, the day of entry, and a time of entry between 8 a.m. and 8 p.m. Give the tenant at least 24 hours before that time. This template covers all three.

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Roundhouse Maintenance Group, <https://roundhousegroup.ca/resources/24-hour-entry-notice-template/>

Notice of entry to rental unit

To

[tenant name]

Address of rental unit

[unit address]

Given on

[date and time this notice is delivered
or posted]

Reason for entry

[for example: to carry out a repair, to allow a
contractor to inspect the work needed]

Day of entry

[date]

Time of entry

[a specific time, or a window, between 8 a.m.
and 8 p.m.]

Who will attend

[name of the trade or company, and the job or
reference number]

Landlord or agent name and contact

[name and phone or email]

How to deliver it

Hand it to the tenant or an adult in the unit, or leave it in the mail box (RTA s.191(1)). You can also slide it under the door (LTB Rule 3.1) or post it on the unit door (LTB Rule 3.2). Email it only if the tenant has agreed in writing to email service (Rule 3.1). Mail counts as given on the fifth day after mailing (s.191(3)). The 24 hours runs from when the notice is given that way, not from when the tenant reads it.

 Message us

Keep a copy, and note how and when it was given. The entry notice calculator works out the earliest entry time for each method.

When this notice is not required

Section 26 allows entry without written notice in an emergency, or when the tenant consents to the entry at the time of entry. This template is for the planned visits that are neither of those.

See how much notice a landlord needs to enter a rental unit and how a Roundhouse job runs.

Sources

Residential Tenancies Act, 2006, S.O. 2006, c. 17, sections 26, 27 and 191 <https://www.ontario.ca/laws/statute/06r17>

Landlord and Tenant Board Rules of Procedure, Rules 3.1, 3.2 and 3.9 <https://tribunalsontario.ca/documents/ltb/Rules/LTB%20Rules%20of%20Procedure.html>

LTB Interpretation Guideline 19, right of entry <https://tribunalsontario.ca/documents/ltb/Interpretation%20Guidelines/19%20-%20The%20Landlords%20Right%20of%20Entry%20into%20a%20Rental%20Unit.html>