

Notice of Landlord's Claim for Security Deposit

Office of Residential Tenancies

The Residential Tenancies Act, 2006 [s. 32]

Notice: This form must be delivered to the tenant(s) within 7 business days after the day on which a landlord has actual knowledge, or should reasonably have known, the tenant(s) vacated the premises.

If any portion of the security deposit is guaranteed by the Ministry of Social Services, a copy of this completed form **MUST** be sent to the ORT (ORT@gov.sk.ca) within 7 business days of the tenancy ending to claim the Letter of Guarantee.

All information provided in this application is public. Please read carefully and answer fully.

Tenant Information

Tenant Legal Name(s): _____

Telephone Number(s): _____

Email(s): _____

Full Mailing Address: _____

Rental Unit Address and Tenancy Details

Address/Land Location - must be located in Saskatchewan: _____

Tenancy Start Date (Day/Month/Year): _____

Tenancy End Date (Day/Month/Year) - if applicable: _____

Landlord Information

Landlord/Agent Legal Name(s): _____

Landlord Representative Name(s) - if applicable complete the Form B Power of Attorney: _____

Telephone Number(s): _____

Email(s): _____

Full Mailing Address: _____

1) List the dates the security deposit was paid to the landlord and the amount (\$).

Date: _____ Payment Amount: _____

Date: _____ Payment Amount: _____

2) Did Social Services guarantee any of the security deposit? _____ If yes, how much? \$ _____

3) What was the monthly rent when the tenancy started? \$ _____

4) How much was the security deposit? \$ _____

5) Did the tenant(s) provide a written notice to vacate? _____

If no, how and when did you learn the tenant(s) had left?

6) Was a move-out inspection done with the tenant? _____

If no, why? _____

7) Was any of the security deposit returned? _____ How much has been returned? \$ _____

I certify all of the information on this page to be true and correct:

Signature of Landlord or Agent: _____ Date: _____

Complete Page 2 to outline your claim(s) against the tenant's security deposit.

Mailing Address: 304 - 1855 Victoria Avenue, Regina, Canada S4P 3T2

Toll Free: 1-888-215-2222; Outside SK call: 306-787-2699

Online Portal Support: 306-787-1334

Email: ort@gov.sk.ca

NOTICE OF LANDLORD'S CLAIM FOR SECURITY DEPOSIT

The Residential Tenancies Act, 2006, [s. 32]

Office of Residential Tenancies

CLAIM DETAILS

Please describe your losses and their value (rent arrears/loss, damages, cleaning, etc.): (required)	Estimated Value, \$ (required)
TOTAL:	\$

I certify all of the information on this form to be true and correct:

Signature of Landlord or Agent

Date

Tenant: To dispute this notice and submit an application for the return of your security deposit, complete the Tenant Dispute Notice and submit it along with a "Landlord has not returned the security deposit" application through the ORT's online portal. If you wish to dispute the landlord's claim to the deposit you must file an application with the ORT within **60** days of the tenancy end date. Include proof of payment of the security deposit. Alternatively, sign the below section and contact the ORT for assistance.

TENANT DISPUTE NOTICE AND APPLICATION FOR RETURN OF SECURITY DEPOSIT

Tenant Legal Name(s): _____

Telephone Number(s): _____

Email(s): _____

Full Mailing Address: _____

I/We dispute the landlord's claim to the security deposit (and interest, if applicable) and request a hearing into this matter for the return of \$ _____. If the \$50 non-refundable filing fee for this application is not waived pursuant to *The Fee Waiver Act*, I/we are also claiming the cost of the filing fee against the landlord.

Signature of Tenant(s): _____ Date: _____