



# Instructions to LandLord - Serving a Notice to Vacate for Rent or Utility Arrears

(See Page 2 for Form 7)

## Serving a Notice to Vacate for Rent or Utility Arrears

1. Complete **Form 7 - IMMEDIATE NOTICE TO VACATE** and keep a copy
2. Serve the tenant, which means get a copy to the tenant by either:
  - a. Handing it directly to the tenant (personal service) - **OR** -
  - b. Both taping a copy to the front door of the rental property and mailing a copy to the tenant through the post office (you can not just put it in their mailbox) - **OR** -
  - c. Sending the document electronically\*

Personal service is always better, as the person who delivered the notice directly knows and can say that the tenant got the notice. If the tenant does not actually get the copy by posting and mailing or by electronic delivery, the immediate notice may not be effective.

If the tenant does not move out as required, only court officials can actually put the tenant out. You need an Order for Possession that court officials will enforce.

The Office of Residential Tenancies may grant an Order for Possession. Use [Form 9](#) to apply.

With your application ([Form 9](#)) provide:

1. A copy of the **Notice to Vacate** to show exactly what was given to the tenant, and
2. A **Certificate of Service**, signed by the person who served the tenant and completed to say how the tenant was served with the Notice to Vacate.

The Office will schedule a hearing and provide you with a Notice of Hearing to complete and serve on the tenant to let them know what you want and when and where they should appear for the hearing.

With the hearing notice, give the tenant a copy of your rent ledger showing when payments were made and the amount of rent in arrears.

\* "**electronically**" means:

- the document is substantially in the same form as the required document;
- it is accessible by the other party; and
- it can be saved for future reference.

So, for example, a document sent in a common format such as ".pdf", ".doc", or ".rtf" that can be readily opened, read and saved and conveys the same information as the required document may be delivered by email. Electronic transmission by fax will also suffice. Electronically transmitted documents are deemed to be received on the next business day after the document is sent.

# Immediate Notice to Vacate

(The Residential Tenancies Act, 2006, Section 57)

**Form 7**  
Office of Residential Tenancies

**Questions about your rights?** Contact the Office of Residential Tenancies at 1-888-215-2222  
or [ORT@gov.sk.ca](mailto:ORT@gov.sk.ca) or visit [Saskatchewan.ca/ort](http://Saskatchewan.ca/ort)

To (tenants):

I hereby give you notice to immediately deliver up possession of the premises described as:

Address

City

Province

Postal Code

**Notice to Vacate for Rent Arrears** Check if applicable

The amount of rent payable under the agreement is (per month)

The rent is payable on the  day of each and every month

The amount of rent over 15 days in arrears at the date of sending this notice is the sum of

**Notice to Vacate for Utility Arrears** Check if applicable

Notice of utility arrears have been served on you more than 15 days previous and some or all of the utility arrears remain unpaid.

Details: (explanation of outstanding utilities)

Dated at  in the Province of Saskatchewan, this

\_\_\_\_\_  
Landlord and/or Agent

Full legal name of landlord - must be a person or corporation

**Mailing address** - please print

City

Province

Postal Code

## PLEASE NOTE

All non-resident landlords are required to appoint a Saskatchewan resident as a power of attorney with the Office of Residential Tenancies. See [Form1.pdf](#) and for more information refer to [this page](#) of the website (authority: section 83 of the [Act](#))

**You may be liable to pay rent arrears and rent loss to the landlord if you have breached the tenancy agreement.**