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The Residential Tenancies Branch

FACT SHEET

Before You Rent – a Landlord’s Guide

Cette information existe également en français.
Composez le 204-945-2476.

When you are looking for a tenant consider the following:

If you plan to ask potential tenants to fill out an application for tenancy, you should review the Manitoba Human Rights Commission’s Guidelines on Rental Housing at www.gov.mb.ca/hrc (click on publications). Make sure you get the tenant’s written permission before you check any of the information they give you.

If potential tenants don’t have a rent history or their credit history is poor, you can consider asking for a guarantor. This can help protect you from losses if the tenant does not pay rent or causes damage to the unit. See **Guarantee Agreements – Information for Landlords** fact sheet for more information.

Once you have found a tenant:

Complete a **Tenancy Agreement** with every tenant. If you want to have house rules (for example, no pets) put them in writing with the tenancy agreement. Make the house rules easy to read and understand. *The Residential Tenancies Act* allows you to charge tenants a security deposit and if necessary, a pet damage deposit. The branch provides Tenancy Agreement and Renewal of Tenancy Agreement forms for you to use. They are available on-line in fill and print format or from a branch office. You must give your tenants a copy of the written tenancy agreement and any written house rules that you have.

Give new tenants a **Notice to New Tenant** form when the tenancy agreement is signed. Advise them in writing of any rent increases that will occur in the near future.

Co-ordinate the times and date for tenants moving in and tenants moving out. Meet new tenants at the unit on move-in day to provide the keys.

Complete a **Move-in Condition Report**. Give tenants the original and keep a signed copy for yourself. This can help protect you if a tenant causes damage during the tenancy and you need to file a claim against them. As well, you may want to take dated photos on move-in and move-out. The branch provides Rental Unit Condition Report forms for landlords to use.

This fact sheet is only a brief explanation. For more information on these issues, contact the Residential Tenancies Branch. Visit our website at www.manitoba.ca/rtb to find forms and fact sheets you may need.

This information is available in multiple formats upon request.