

Instructions to Landlord - Serving a Notice of Utility Arrears

(See Page 2 for Form 7a)

Serving a Notice of Utility Arrears

1. Complete **Form 7a - NOTICE OF UTILITY ARREARS** and keep a copy
2. Serve the tenant(s), which means get a copy to the tenant(s) by either:
 - a. Handing it directly to the tenant(s) (personal service) - **OR** -
 - b. Both taping a copy to the front door of the rental property and mailing a copy to the tenant(s) through the post office (you cannot just put it in their mailbox) - **OR** -
 - c. Both taping a copy to the front door of the rental unit and sending a true copy of the document electronically (email, text message, and social media).

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

If any utility charges are still unpaid 15 days after the serving of this notice, you may serve a Form 7 - Immediate Notice to Vacate and Notice of Arrears - on the tenant(s). The Office of Residential Tenancies may grant an Order for Possession. Use Form 9a to apply.

With your application (Form 9a) provide:

1. A copy of the **Notice of Utility Arrears** AND a copy of the **Immediate Notice to Vacate and Notice of Arrears** to show exactly what was given to the tenant(s),
2. **Certificate of Services**, signed by the person(s) who served the tenant(s) and completed to say how the tenant(s) was/were served with the Notice of Utility Arrears AND with the Immediate Notice to Vacate and Notice of Arrears (tenants served electronically or personally must EACH receive the notice, a separate Certificate of Service must be completed for each individual served personally or electronically), and
3. Evidence proving utilities are in arrears and/or a copy of the signed lease agreement (if applicable)
 - evidence **MUST** be submitted with the application form. Photographic evidence must be numbered with a detailed explanation underneath each image and submitted on one document (PDF or Word).

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

With the hearing notice, give the tenant(s) a copy of your evidence proving utilities are in arrears.

Notice of Utility Arrears

The Residential Tenancies Act, 2006, Clause 57(5)(b)

Form 7a

Office of Residential Tenancies

Questions about your rights? Contact the Office of Residential Tenancies at 1-888-215-2222
or ORT@gov.sk.ca or visit Saskatchewan.ca/ort

To tenants (legal occupants):

of (rental address)

, Saskatchewan.

You are hereby given notice that the tenancy agreement requires you to pay utility charges for

(Type of Utility)

to

(Company)

and you have failed to pay the utility charges.

As of

(Date)

the arrears owing for utilities is \$

If any utility charges are still unpaid 15 days after the serving of this notice, your tenancy agreement will be terminated and you will be evicted.

Dated at

(City/Town)

in the Province of Saskatchewan, this

day of

(Month)

(Year)

Landlord and/or Agent Signature

Name of Landlord and/or Agent - (please print)

Mailing Address of Landlord/Agent - please print