

**Notice by the Co-op to End your Occupancy for
Non-payment of Regular Monthly Housing Charges
N4C**

(Disponible en français)

To: (Co-op Member's name)	From: (Co-op name)
Address of Member Unit:	

This is a legal notice that could lead to you being evicted from your home.

The following information is from the Co-op

The Co-op is giving you this notice because the Co-op believes you owe

\$ • **in regular monthly housing charges.** The Co-op's ledger showing the monthly housing charges and your payments is attached.

The Co-op can apply to the Landlord and Tenant Board to have you evicted if you do not:

- **pay this amount by** **. This is called the termination date.**
dd/mm/yyyy

Or

- **move out by the termination date.**

If another regular monthly housing charge payment becomes due before the date you make the above payment to the Co-op, you must also pay this extra amount.

WHAT YOU NEED TO KNOW

The following information is from the Landlord and Tenant Board (LTB)

The Termination Date	The termination date must be at least 14 days after the Co-op gives you this notice.
What if you agree with this notice?	If you agree that you owe the amount that the Co-op is claiming, you should pay this amount by the termination date in this notice. If you do so, the Co-op cannot apply to the LTB to evict you based on this notice. If you do not pay the amount owing, you do not have to move out. However, the Co-op can apply to the LTB to evict you. If the Co-op applies to the LTB to evict you and the LTB orders the eviction, you will likely have to pay the Co-op's filing fee, in addition to what you owe.
What if you disagree with this notice?	You do not have to move out if you disagree with this notice. You could talk to the Co-op. You may also want to get legal advice. If you cannot work things out, the Co-op may apply to the LTB for an order to evict you. The LTB will schedule a hearing where you can explain why you disagree.
What if you move out?	If you move out by the termination date in the notice, your occupancy will end on the termination date. However, you may still owe money to the Co-op. The Co-op will not be able to apply to the LTB but they may still take you to Court for this money.

How will you know if the Co-op applies to the LTB?

The earliest date that the Co-op can apply to the LTB is the day after the termination date in this notice. If the Co-op does apply, the LTB will schedule a hearing and you will receive a copy of the application and the Notice of Hearing.

What can you do if the Co-op applies to the LTB?

- Talk to the Co-op about working out a payment plan.
- Go to the hearing where you can respond to the claims the Co-op makes in the application.
- Get legal advice immediately; you may be eligible for legal aid services.

Signature: Co-op Representative

Name of Person Signing	Phone Number
Signature	Date

Representative Information:

Name	LSUC #	Company Name (if applicable)	
Mailing Address			Phone Number
Municipality (City, Town, etc.)	Prov.	Postal Code	Fax Number
Email Address			