



**CLEO**

Community Legal Education Ontario  
Éducation juridique communautaire Ontario

# PAYING YOUR RENT

## CANADIAN LANGUAGE BENCHMARK 2

This activity kit, designed to teach newcomers to Ontario in Adult ESL and LINC classes about their legal rights and responsibilities, includes:

<u>Introductory notes for instructors</u>	<u>1</u>
<u>Activities for learners</u>	<u>2-6</u>
<u>Teaching notes with answer keys and suggestions for using the kit</u>	<u>7-8</u>

Visit [cleoconnect.ca](http://cleoconnect.ca) to download these pages and to find other resources for instructors.




Visit [stepstojustice.ca](http://stepstojustice.ca) for step-by-step information about common legal problems, including housing issues.

# PAYING YOUR RENT

## INTRODUCTORY NOTES

**Context outcomes** Understand that it is important to get receipts as proof that rent has been paid.  
Understand that a landlord must provide a receipt if a tenant requests one.

**CLB outcomes**

-  Get information from very basic short texts.
-  Express a request for a receipt.
-  Fill out a cheque and a receipt.

**Activities** Paying your rent

Getting proof that you paid your rent: Three stories

Cheques and receipts

**Free companion resource**  
*What tenants need to know about the law*

The information in this activity kit is based on the CLEO publication called *What tenants need to know about the law*. Read the publication before using the activity kit, and keep it on hand for reference as you guide learners through the activities. You can find it on CLEO's website at [www.cleo.on.ca](http://www.cleo.on.ca). To order free copies for your class, you can use the online order form.

### Please take note

The information in these activities applies to most but not all tenants. The *Residential Tenancies Act (RTA)* applies to most rental housing in Ontario. Some rental housing is not covered. For example, a tenant who shares a kitchen or bathroom with the owner or a close family member of the owner might not be covered.

The information in these activities is not a substitute for legal advice. Every situation is different so learners with concerns should get legal help. Tenants can contact their local community legal clinic. To find the nearest community legal clinic, go to the Legal Aid Ontario website at [legalaid.on.ca/legal-clinics](http://legalaid.on.ca/legal-clinics) or call Legal Aid Ontario toll-free at 1-800-668-8258.

## Paying your rent

A. Look at the picture. Talk about what you see.



B. Answer the questions.

1. Where are the people? \_\_\_\_\_
2. Who are they? \_\_\_\_\_
3. What is the woman doing? \_\_\_\_\_
4. What is the man doing? \_\_\_\_\_

# Getting proof that you paid your rent: Three stories

Read three stories about paying rent.

## 1. Paying cash

Sheikh lives in an apartment. His apartment is in an apartment building. His rent is \$700 a month. He pays his rent on the first day of the month. Sheikh pays his rent in cash. He gives it to the superintendent of the building. Sheikh asks the superintendent for a receipt. The superintendent gives him a receipt.

RECEIPT	
Number <u>  3  </u>	Date <u>  March 1, 2013  </u>
Received from <u>  Sheikh Mbaye  </u>	
For <u>  March rent  </u>	
<u>  96 Anywhere Ave., Apt. 54  </u>	
\$ <u>  700.00  </u>	<u>  John Hamblly  </u> Signature

### A. Practise asking for a receipt.

**You can say:**

I need a receipt, please.

I'd like a receipt, please.

May I please have a receipt?

Could I have a receipt, please?

Can I please have a receipt?

### B. Complete the conversation.

Sheikh: Hi John. Here's my rent cheque for March.

John: Thanks.

Sheikh: \_\_\_\_\_ ?

John: Sure...Here you go.

Sheikh: Thanks.

## 2. Paying by cheque

Juanita lives in an apartment in a house. She pays her rent on the first day of the month. Her rent is \$650 a month. Juanita pays by cheque. She gives the cheque to her landlord. Her landlord's name is Eduardo Lopes. She asks Eduardo for a receipt.

This is Juanita's cheque for her December rent.

### A. Please fill in the missing information.

Juanita Ramon 321 Anywhere Ave., Apt. 111 Toronto, Ontario M4M 5H7	01237  DATE _____ D D M M Y Y Y Y
PAY TO _____ \$ _____  _____ /100 Dollars	
RE _____  Bank name _____ Bank address _____	_____ <i>Juanita Ramon</i> SIGNATURE
12345 678910	

### B. Now fill in Juanita's receipt.

<b>RECEIPT</b>	
Number _____	Date _____
Received from _____	
For _____	
_____	
\$ _____	_____
	Signature

### 3. Paying with a money order

Mei and her two children have an apartment. Mei pays her November rent on the last day of October. She pays her rent by money order. She pays by money order because she doesn't have a chequing account. She gets the money order at the post office. She gives her landlord one copy of the money order, and she keeps one copy. She asks her landlord to sign and date the back of her copy of the money order.

CANADA POST	<b>Postal Money Order</b>	Serial no. 10000015956
	Security Code 914 626 885	
		DATE <u>2013/10/31</u>
		Y      M      D
Pay to:	Name <u>Randy Park</u>	Amount \$ <u>600.00</u>
Sender:	Name <u>Mei Chen</u>	
	Address <u>123 Anywhere Ave.</u>	
	<u>Ottawa, ON K1P 2D3</u>	

<p><i>Randy Park</i> <i>Nov. 1, 2013</i></p>
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Look at Mei's money order and answer the questions.

1. What is the date? \_\_\_\_\_
2. What is Mei's rent? \_\_\_\_\_
3. What is Mei's address? \_\_\_\_\_
4. What is Mei's landlord's name? \_\_\_\_\_
5. What is on the back of the money order? \_\_\_\_\_

# Cheques and receipts

## A. Write a cheque to your landlord.

	01238
	DATE _____ D D M M Y Y Y Y
PAY TO _____	\$ _____
	_____ /100 Dollars
RE _____	
Bank name _____	
Bank address _____	SIGNATURE _____
12345 678910	

## B. Ask your landlord for a receipt.

Tenant: Here is my rent cheque.

Landlord: Thank you.

Tenant: I need a receipt, please.

Landlord: Here is your receipt.

Tenant: Thank you.

## C. Write a receipt to a tenant.

<b>RECEIPT</b>	
Number _____	Date _____
Received from _____	
For _____	
_____	
\$ _____	Signature _____

## TEACHING NOTES

### Curriculum connections

#### LINC/Adult ESL:

Theme: At Home in Our Community & World

Topic: Housing Problems

Theme: Canadian Law

Topic: Landlords & Tenants

Theme: Community & Government Services

Topic: Counselling & Advocacy

Theme: Banking, Customer Service & Telephone

Topic: Banking

### Vocabulary

landlord, tenant, rent, cash, cheque, money order, bank draft, receipt, proof, prove, signature, sign, date, important, need, ask, pay, give, superintendent, monthly, weekly

### Paying your rent (page 2)

The picture provides a way of introducing the topic. If you have access to an overhead projector, you may want to make a transparency of the picture. Learners can talk about what they see and write the words they know. Learners can answer the questions independently and then discuss their answers with a partner. After you check comprehension as a class, learners can brainstorm possible captions for the picture.

Elicit responses and discuss: How do you pay rent? What is a receipt? What is on a receipt? What does a receipt look like? Why do you need a rent receipt? Show samples of receipts if available.

To demonstrate the importance of getting a receipt when you pay your rent, role play a landlord and try to collect rent from someone twice for the same month. Useful phrases when tenant protests: “No receipt, no proof.” “I don’t think you paid – prove it.” etc.

CLEO’s **Steps to Justice** is a website that gives step-by-step information about common legal problems, including housing law issues. Steps to Justice has practical tools like forms and checklists, and referral information for legal and social services. Visit [stepstojustice.ca](http://stepstojustice.ca) and see the information in the Housing Law section.

**Getting proof that you paid your rent:  
Three stories  
(pages 3-5)**

Learners read the stories and complete the activities. Learners can practise conversations between the tenants and landlords in the second and third stories.

**Answers:**

**2. (page 4)**

**A.**

Juanita Ramon 321 Anywhere Ave., Apt. 111 Toronto, Ontario M4M 5H7	01237 DATE <u>0 1 12 2 0 13</u> D D M M Y Y Y Y
PAY TO <u>Eduardo Lopes</u>	\$ <u>650.00</u>
<u>Six hundred and fifty</u>	00/100 Dollars
Bank name Bank address	<u>Juanita Ramon</u>
12345 678910	

**B.**

<b>RECEIPT</b>	
Number <u>12</u>	Date <u>December 1, 2013</u>
Received from <u>Juanita Ramon</u>	
For <u>December rent</u> <u>321 Anywhere Ave., Apt. 111</u>	
\$ <u>650.00</u>	<u>Eduardo Lopes</u> Signature

**3. (page 5)**

1. *October 31, 2013*
2. *\$600 per month*
3. *123 Anywhere Ave., Ottawa, ON K1P 2D3*
4. *Randy Park*
5. *The landlord's signature and the date.*

**Cheques and receipts  
(page 6)**

Learners can work in pairs to role play paying rent and asking for a receipt, taking turns being landlord and tenant. They can use the expressions they learned in the previous activities, including those in **Practise asking for a receipt** (1.A on page 3). Learners can cut out the cheque and receipt to exchange during the role play, or you can provide them with blank copies.

**Extension suggestion:** Brainstorm questions a customer buying a money order would be asked. Learners practise asking and answering in pairs.