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

Introductory notes for instructors 1

Activities for learners 2-10

Teaching notes with answer keys and suggestions for using the kit 11-12

Visit cleoconnect.ca to download these pages and to find other legal information.

Visit stepstojustice.ca for step-by-step information about common legal problems, including housing issues.
MOVING IN

INTRODUCTORY NOTES

Context outcomes
Learn about tenancy agreements and security deposits. Understand that it is important to get receipts for deposits.

CLB outcomes
- Get information from very basic texts.
- Read a cheque and receipt.
- Fill out a cheque and a receipt.

Activities
Ahmad signs a lease
Ahmad’s lease
First and last months’ rent
Cheques and receipts
Additional activities

Additional Information
Renting a new place to live
The information in this activity kit is based on CLEO’s Steps to Justice questions on Renting a new place to live, including What should be in my rental agreement? as well as How much rent can a landlord charge? Read the questions and answers before using the activity kit, and keep the information on hand for reference as you guide learners through the activities.

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 Legal Aid Ontario’s website at legalaid.on.ca/legal-clinics or call Legal Aid Ontario toll-free at 1-800-668-8258.
Ahmad signs a lease

A. Read the story.

Ahmad finds a new apartment for his family.

Ahmad needs to sign a lease.

Ahmad’s first language is Dari. He asks his friend for help.

His friend reads Dari and English. His friend helps him read the lease.

Now Ahmad understands the lease. He signs the lease.
Ahmad’s lease

A. Look at the lease.

LEASE

Address: 456 Anywhere Street, Apartment 204

Toronto, Ontario

From: September 1, 2022
To: August 31, 2023

Rent: $2,000 a month

Utilities: ☑ Electricity
☑ Heat
☑ Water

Occupants: Ahmad, Farzana,

Hamid, Amina, Asifa, Reza

We agree to this lease:

Landlord’s Name: Sophie Lee
Landlord’s Signature: Sophie Lee
Date: August 15, 2022

Tenant’s Name: Ahmad Durani
Tenant’s Signature: Ahmad Durani
Date: August 15, 2022
First and last months’ rent

A. Read the story.

Ahmad has a new apartment. His rent is $2,000 a month. He writes two cheques. Cheque #1 is First month’s rent.

![Cheque #1]

Cheque #2 is Last month’s rent.

![Cheque #2]
Ahmad gives his landlord two cheques. He asks his landlord for a receipt. Here is Ahmad’s receipt.

![RECEIPT]

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>222</td>
<td>August 15, 2022</td>
</tr>
</tbody>
</table>

Received from _______________________________ Ahmad Durani

For _______________________________ first and last months’ rent cheques

__________________________ 456 Anywhere St, Apartment 204

$ 4,000.00 _____________________________ Sophie Lee

B. Comprehension: Please complete the sentences. Write the letter on the line.

1. Ahmad’s last name ___ a. is Sophie Lee.
2. Ahmad’s rent ___ b. is 204.
3. Ahmad’s address ___ c. is 456 Anywhere Street.
4. Ahmad’s landlord ___ d. is $2,000 a month.
5. Ahmad’s apartment number ___ e. is Durani.
6. Ahmad’s receipt ___ f. is for first and last month’s rent cheques.

Always get a receipt.

Problems? Get legal help from a community legal clinic.

To find the nearest community legal clinic, go to Legal Aid Ontario’s website at legalaid.on.ca/legal-clinics or call Legal Aid Ontario toll-free at 1-800-668-8258.
Cheques and receipts

A. Write a cheque to your landlord.

PAY TO ____________________________

______________________________  ____________________________

DATE ____________________________

DD MM YYYY

______________________________ /100 Dollars

RE ______________________________

Bank name
Bank address

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.

RECEIPT

Number ______________  Date ____________________________

Received from ______________________________

For ______________________________

$ ____________________________
Ahmad signs a lease

B. Look at the pictures. Tell the story.
Ahmad signs a lease

C. Look at the pictures. Write the correct word on the line.

<table>
<thead>
<tr>
<th>lease</th>
<th>apartment</th>
<th>English</th>
<th>sign</th>
<th>help</th>
</tr>
</thead>
</table>

1. Ahmad finds a new ____________ for his family.

2. Ahmad needs to ________ a lease.

3. Ahmad’s first language is Dari.
   He asks his friend for ________.

4. His friend reads Dari and ____________.
   His friend helps him read the lease.

5. Ahmad signs his ____________.
Ahmad signs a lease

D. Look at the pictures. Fill in the blanks.

1. Ahmad finds a new __________________ for his ____________.

2. Ahmad needs to ________ a ________.

3. Ahmad’s __________ language is Dari.
   He asks ______ friend for ________.

4. His ____________ reads Dari and ______________.
   His friend helps him ______
   the ________.

5. __________ signs his ____________.
Ahmad signs a lease

E. Match the pictures and the sentences.

1. _____
   a. Ahmad’s friend helps him read the lease.

2. _____
   b. Ahmad asks his friend for help.

3. _____
   c. Ahmad needs to sign the lease.

4. _____
   d. Ahmad signs his lease.

5. _____
   e. Ahmad finds a new apartment for his family.
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

Vocabulary

tenant, landlord, apartment, lease, month, monthly, sign, signature, cheque, first month’s rent, last month’s rent, receipt, utilities, electricity, heat, water, occupants

Ahmad signs a lease
(page 2)

Elicit what learners know about leases. Explain that a lease is a legal agreement between a tenant and a landlord. Stress the importance of understanding what is in the lease. Ontario has a standard lease that is required for most residential tenancy agreements signed on or after April 30, 2018. You can learn more in the Guide to Ontario's standard lease.

Suggested procedure:
Learners can look at the pictures and say words they know. Then they can try to tell the story. They can listen while the instructor reads. They can listen and repeat line by line. See also Additional activities (pages 7-10).

Ahmad’s lease
(page 3)

Show Ahmad’s lease and point out the main contents.
Note: This is not an example of a lease. It shows the kind of information usually found in a lease. There may be other provisions in a lease—some valid, some not.

Ask learners questions about the lease. Stress the importance of knowing what is in your lease, and of including information such as the names of all occupants.

First and last months’ rent
(pages 4-5)

Note that sometimes landlords want first and last months’ rent paid by e-transfer, direct deposit, certified cheque or money order. There’s an example of a money order in the ESL activity kits Paying your rent CLB 1 and Paying your rent CLB 2. Explain that it is legal for landlords to require last month’s rent as a deposit, but some other deposits and charges are not legal. Last month’s rent can’t be used to pay for damage when a tenant moves out.

Answers:

B. Comprehension
1. e  
2. d  
3. c  
4. a  
5. b  
6. f
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. Learners can cut out the cheque and receipt, or you can provide blank copies, to exchange during the role play.

Additional activities  
(pages 7-10)

You may wish to select from these additional activities based on Ahmad signs a lease, depending on learners’ needs.

Activity B can be used before or after the picture story on page 2. Learners can look at the pictures and say the words they know. They can write words and/or sentences about the pictures. They can practise telling the story.

Activities C and D provide further reading practice and opportunity for vocabulary development. You may wish to use them for review, with the option of giving D to more advanced learners while others work on C.

Activity E is a reading activity involving matching pictures and sentences. The pictures are in the same order as the original story.

Answers:

C. 1. apartment 2. sign 3. help 4. English 5. lease

D. 1. apartment, family 2. sign, lease 3. first, his, help 4. friend, English, read, lease 5. Ahmad, lease

E. 1. e 2. c 3. b 4. a 5. d

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 and see the information in the Housing Law section.