



CLEO

Community Legal Education Ontario
Éducation juridique communautaire Ontario

MOVING OUT

CANADIAN LANGUAGE BENCHMARK 1

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>2-9</u>
<u>Teaching notes with answer keys and suggestions for using the kit</u>	<u>10-11</u>

Visit www.cleo.on.ca to download these pages and to find other legal information.

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MOVING OUT

INTRODUCTORY NOTES

Context outcomes

Understand that, when moving out, notice must be given in writing and on time.

CLB outcomes

-  Use a simplified form.
-  Get information from a very basic short letter: identify specific details.
-  Fill out simple forms.
-  Describe a personal situation by completing a short guided text.

Activities

Moving out

How many days?

Maria's letter

Maria is moving

Fill out a form

Write a letter

Free companion resource

Moving out

The information in this activity kit is based on the CLEO publication called *Moving out*. 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 web site at www.cleo.on.ca. To order free copies for your class, you can use the online order form or call **416-408-4420, extension 33**.

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. Learners should get legal advice if they have concerns.

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, check Legal Aid Ontario's web site at www.legalaid.on.ca or phone **1-800-668-8258** (toll-free). In Toronto, phone **416-979-1446**.

Moving out

A. Look at the picture. Say the words you know.



B. Read the story.

Maria is moving to a new apartment. She is moving on November 30, 2009.

She pays rent every month.

Maria fills out a form. She photocopies the form. She gives her landlord the form on September 29th.

C. Read part of the form.

To:	<u>Mr. Smith</u>
From:	<u>Maria Bellotto</u>
Address:	<u>Apt. 302, 54 Anywhere Street</u> <u>Mississauga, Ontario</u> <u>L5M 5M5</u>
I am ending my tenancy and moving out.	
Moving date:	<u>30/11/2009</u> (day/month/year)
Signature:	<u>Maria Bellotto</u> Date: <u>September 29, 2009</u>

D. Follow the instructions.

The form has two dates:

today's date moving date

1. today's date.
2. Put a check mark ✓ beside Maria's moving date.

The form has other important information:

name address signature

3. Put a check mark ✓ beside Maria's name.
4. Maria's address.
5. Put an × beside Maria's signature.

How many days?

A. Look at the calendars.

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

B. Follow the instructions.

- Look at Maria's form. Find the months.
Circle the months on the calendars.
- Put an **X** on Maria's moving date.
- Put a **Y** on the date Maria gives her landlord the form.
- Count the days from **Y** to **X**. Start on the day after **Y**. End on **X**. _____
- Is this number 60 or more? _____

Maria's letter

Maria is moving to a new apartment. She is moving on November 30, 2009. She pays rent every month.

Maria can give her landlord a letter. She photocopies the letter.

A. Read the letter.

September 29, 2009

Dear Mr. Smith,

I live in Apt. 302, 54 Anywhere St.,
Mississauga, Ontario, L5M 5M5.

I am moving out on November 30, 2009.

Thank you,

Maria Bellotto

Maria Bellotto

B. Follow the instructions.

Maria's letter has two dates:

today's date moving date

1. Circle today's date.
2. Underline Maria's moving date.

The form has other important information:

name address signature

3. Circle Maria's name.
4. Underline Maria's address.
5. Put a check mark ✓ beside Maria's signature.

Maria is moving

A. Spelling: Please write the missing letters. Then copy the words.

1. la__d__ord _____
2. te__ant _____
3. mo__ing _____
4. add__ess _____
5. le__ter _____
6. si__nature _____
7. ca__en__ar _____

B. Pronunciation: Practise saying the words.

/m-/	--/m-/	/-m/	/-m/--	-/-m/-
month	apartment	am	important	September
moving		M		November
Maria		name		
Mr. Smith		time		
Mississauga		form		

C. Writing: Please write the sentences correctly.

1. Mariaismoving. Maria is moving.
2. Mariapaysmonthlyrent. _____
3. Shegivesherlandlordaletter. _____
4. HerlandlordisMr.Smith. _____
5. MariatellsMr.Smithontime. _____
6. MariaismovinginNovember. _____

D. Comprehension: Please circle Yes or No.

- | | | |
|--|-----|----|
| 1. Maria's last name is Bellotto. | Yes | No |
| 2. The landlord's name is Mr. Smith. | Yes | No |
| 3. Maria lives in an apartment. | Yes | No |
| 4. Maria's address is 302-54 Anywhere St. | Yes | No |
| 5. Mr. Smith is moving. | Yes | No |
| 6. Maria is moving on September 29, 2009. | Yes | No |
| 7. Maria gives the letter to her landlord in November. | Yes | No |
| 8. Maria tells her landlord on time. | Yes | No |

E. Writing: Copy the **Yes sentences.**

Problems? Get legal help from a community legal clinic.

To find the nearest community legal clinic, check Legal Aid Ontario's web site at www.legalaid.on.ca or phone their toll-free number,

1-800-668-8258. In Toronto, phone **416-979-1446.**

Fill out a form

A. Fill out a form to tell your landlord you are moving.

To:	_____
From:	_____
Address:	_____

I am ending my tenancy and moving out.	
Moving date:	_____
	(day/month/year)
Signature:	_____
Date:	_____

B. Check your form.

Is your form complete? Use the checklist.

- Today's date
- Moving date
- Your name
- Your signature
- Your address

Write a letter

A. Write a letter to tell your landlord you are moving out.

<p style="text-align: right;">_____ / _____</p>	<p>today's date</p>
<p>Dear _____,</p>	<p>your landlord</p>
<p>I live in _____</p> <p>_____</p>	<p>your address</p>
<p>I am moving out on</p> <p>_____</p>	<p>your moving date</p>
<p>From,</p> <p>_____</p>	<p>sign your name</p>
<p>_____</p>	<p>print your name</p>

B. Check your letter.

Is your letter complete? Use the checklist.

- Today's date
- Moving date
- Your name
- Your signature
- Your address

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

landlord, tenant, move, moving, rent, month, form, fill out, letter, photocopy, name, signature, address, date, calendar, sixty (days), on time

Moving out (pages 2-3)

Learners can begin by looking at the picture and talking about what they see. If you have access to an overhead projector, you may want to make a transparency of the picture without the title, so that learners won't be distracted by making the connection between moving and the content of the picture.

When you introduce the title, you may wish to begin by explaining that "moving out" means leaving one place to live in a new place. Elicit what learners know about moving— why people move, what they need to do when they move, and who they need to tell. Explain that when tenants move, they need to tell their landlords, and there are rules about how to do this. This is important, because sometimes tenants who don't follow the rules have to pay rent for some of the time after they move. Tenants who are moving need to tell their landlords *in writing* and *on time*.

In the story, Maria fills out a form. This form is based on part of Landlord and Tenant Board Form N9, Tenant's Notice to Terminate the Tenancy. To see the complete form, go to www.ltb.gov.on.ca

Note that in the story Maria gives her form personally to her landlord. If Maria mailed her notice, she would need to send it by September 24, to allow 5 extra days. Tenants should keep a copy of the notice they give to their landlord, and they should make a note on it of the date they delivered it.

How many days?
(page 4)

Go through the calendar activity as a class to ensure comprehension. This activity helps learners understand the importance of giving notice on time. "On time" is usually at least 60 days before the tenant's moving date, and the moving date must be the last day of a rental period or term. Please note: The choice of moving date is very important. In the example in the activity, if Maria gave December 1, 2009 as her moving date, she could be liable for an extra month's rent.

Answers:

1. September, November
2. November 30
3. September 29
4. 62
5. Yes. (The number should be at least 60.)

Maria's letter
(page 5)

This is a reading activity. Explain that Maria can write a letter if she can't get the form soon enough. Please note: It is best to use the correct form to give notice, but it may not always be possible. It is more important to give notice on time than to use the correct form, provided the notice contains all the essential information and is signed.

Maria is moving
(pages 6-7)

These are post-reading exercises with a focus on the development of literacy skills.

Answers:

A. Spelling

1. landlord
2. tenant
3. moving
4. address
5. letter
6. signature
7. calendar

C. Writing

2. Maria pays monthly rent.
3. She gives her landlord a letter.
4. Her landlord is Mr. Smith.
5. Maria tells Mr. Smith on time.
6. Maria is moving in November.

D. Comprehension

1. Yes
2. Yes
3. Yes
4. Yes
5. No
6. No
7. No
8. Yes

Fill out a form
(page 8)

Learners can complete the form and check their work using the checklist. The checklists can be used in pair work to check their partner's work.

Write a letter
(page 9)

Learners can complete this guided writing activity and check their work using the checklist.