



CLEO

Community Legal Education Ontario
Éducation juridique communautaire Ontario

PAYING YOUR RENT

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>2-7</u>
<u>Teaching notes with answer keys and suggestions for using the kit</u>	<u>8-9</u>

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

JUNE 2009

CLEO thanks
THE LAW FOUNDATION OF ONTARIO
for funding this project.

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

-  Request a receipt.
-  Read a cheque and receipt.
-  Fill out a cheque.

Activities How do you pay your rent?

Paying rent with a cheque

Receipts

Ask for a receipt

Vocabulary: Paying rent

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 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**.

How do you pay your rent?

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



B. Here are three ways you can pay rent.

1. Cheque

Tenant's name	01238
Tenant's address	
City, Province	DATE <u>31 10 2009</u>
Postal code	D D M M Y Y Y Y
PAY TO <u>Landlord's name</u> \$ <u>800.00</u>	
<u>Eight hundred</u> XX/100 Dollars	
Bank name	<u>Tenant's signature</u>
Bank address	
12345 678910	

Paying rent with a cheque

A. Read Mieko's rent cheque.

Mieko Tanaka 123 Anywhere St., Apt. 4 Windsor, Ontario N9B 2P3	01239
	DATE <u>31 10 2009</u> D D M M Y Y Y Y
PAY TO <u>Tom Smith</u>	\$ <u>850.00</u>
<u>Eight hundred and fifty</u>	XX /100 Dollars
Bank name Bank address	<u>Mieko Tanaka</u>
12345 678910	

B. Copy Mieko's rent cheque.

_____	01239
_____	DATE _____
_____	D D M M Y Y Y Y
PAY TO _____	\$ _____
_____	/100 Dollars
Bank name Bank address	_____
12345 678910	

Receipts

A. Read Mieko's receipt.

RECEIPT	
Number <u>55</u>	Date <u>Oct. 31, 2009</u>
Received from <u>Mieko Tanaka</u>	
For <u>November rent</u>	
<u>123 Anywhere St., Apt. 4</u>	
\$ <u>850.00</u>	<u>Tom Smith</u> Signature

B. Do you need a receipt? Answer the questions.

I am a tenant. Yes No

I rent an apartment. Yes No

I pay monthly rent. Yes No

I pay weekly rent. Yes No

I pay my rent with:

- cash
- cheque
- money order
- bank draft
- _____

I need to ask my landlord for a receipt. Yes No

Ask for a receipt

A. Read the conversations.

Tenant: This is my rent cheque.

Landlord: Thank you.

Tenant: Receipt, please.

Landlord: This is your receipt.

Tenant: Thank you.

Tenant: This is my rent cheque.

Landlord: Thanks.

Tenant: I need a receipt, please.

Landlord: This is your receipt.

Tenant: Thank you.

B. Fill in the missing words.

Tenant: This is my _____ cheque.

Landlord: _____ you.

Tenant: Receipt, _____.

Landlord: This is _____ receipt.

Tenant: _____.

C. Practise the conversation.

Vocabulary: Paying rent

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

- | | |
|----------------|------------------------|
| 1. d__te _____ | 5. m__ney ord__r _____ |
| 2. p__y _____ | 6. l__ndl__rd _____ |
| 3. c__sh _____ | 7. s__gn__ture _____ |
| 4. r__nt _____ | 8. ch__que _____ |

B. Read the cheque. How much is Juanita's rent? \$_____.

Fill in the amount on the cheque.

Number the words on the cheque. The first one is done for you.

- | | | |
|---------|--------------------|-----------------------|
| 1. date | 2. tenant's name | 3. tenant's address |
| 4. rent | 5. landlord's name | 6. tenant's signature |

Juanita Ramon 321 Anywhere Ave., Apt. 111 Toronto, Ontario M4M 5H7	01240 ① → DATE <u>December 1, 2009</u>
PAY TO <u>Eduardo Lopes</u> \$ _____ <u>Six hundred and fifty</u> _____ <u>00</u> /100 Dollars	
Bank name Bank address	<u>Juanita Ramon</u> SIGNATURE
12345 678910	

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, apartment, rent, cash, cheque, money order, receipt, signature, sign, date, important, need, ask, pay, give, bank teller, numbers, month, monthly, week, weekly

How do you pay your rent? (pages 2-3)

Elicit responses to: What is rent? How do you pay rent?

If you have access to an overhead projector, you may want to make transparencies of these pages. Learners can look at the picture and say the words they know. You can write the words on the board and learners can copy them.

Show the examples of methods of payment. Discuss which ones learners are familiar with, and when they might have to use the others.

For listening practice, learners can locate information on the cheque, money order and bank draft. Note that the date, the landlord's name, and the rent amount are on all three methods of payment. The tenant's name and address are on the cheque and money order. The tenant's signature is on the cheque only. The items could be numbered, or learners could be instructed to circle the date, underline the rent, put an X beside the landlord's name, etc.

Paying rent with a cheque (page 4)

In this writing activity, learners read an example of a rent cheque, and copy the information on a blank cheque.

Receipts
(page 5)

Elicit responses to: What is a receipt? When do you get a receipt? What is on a receipt? 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 trying to collect rent from someone twice for the same month. Useful phrases when a tenant protests: “No receipt, no proof.” “I don’t think you paid – prove it.”

Hand out **Receipts**. Learners look at a sample receipt and answer questions about themselves.

Ask for a receipt
(page 6)

You can write these conversations on the board instead of using a handout. Learners practise the conversations in pairs. Return to the picture of the woman getting a receipt in **How do you pay your rent?** (page 2) for reinforcement of the importance of doing this.

Extension: For other activities involving filling out cheques and receipts, see **Cheques and receipts** in two other ESL activity kits: *Paying your rent CLB 2* (page 6) and *Moving in CLB 1/2* (page 6). These may be appropriate for further practice for more advanced learners.

Vocabulary: Paying rent
(page 7)

These activities focus on the development of literacy skills.

Answers:

A.

- | | | | |
|-----------------------|--------------------|---------------------|------------------|
| 1. <i>date</i> | 2. <i>pay</i> | 3. <i>cash</i> | 4. <i>rent</i> |
| 5. <i>money order</i> | 6. <i>landlord</i> | 7. <i>signature</i> | 8. <i>cheque</i> |

B.

Juanita Ramon	← (2)		01240
321 Anywhere Ave., Apt. 111		(1) → DATE <u>December 1, 2009</u>	
Toronto, Ontario	← (3)		
M4M 5H7			
PAY TO <u>Eduardo Lopes</u>	← (5)	\$ <u>650.00</u>	← (4)
		<u>Six hundred and fifty</u>	00/100 Dollars
Bank name		(6) → <u>Juanita Ramon</u>	
Bank address		SIGNATURE	
			12345 678910