



Serve It Wrong, Lose Months. What Actually Counts as Legal Service.

7

ACCEPTED METHODS

! Serving your notice correctly is one of the most common, costly mistakes landlords make. Get the method wrong and the Board can dismiss your file on a technicality.

! COMMON REASONS SERVICE IS CHALLENGED

- ✗ Email service used without both parties' written agreement to that method
- ✗ Mailed notices without the additional 5 days factored into the termination date
- ✗ Assuming any adult who answers the door satisfies proper service
- ✗ No documentation of how and when a notice was served

✓ WHAT THE REGULATION REQUIRES

- ✓ Email service requires the tenant's written agreement in advance
- ✓ Mailed notices add 5 days to the termination date under the regulations
- ✓ Proper service to an adult requires that they be inside the tenant's rental unit, or the tenant directly
- ✓ A Certificate of Service records the method and date of service

✓ WHAT COUNTS AS LEGAL SERVICE

- 1 Handing the document to the person directly
- 2 Handing it to an authorized employee of the landlord or tenant
- 3 Handing it to an adult person in the tenant's rental unit
- 4 Leaving it in the mailbox, or the place mail is normally delivered
- 5 Sliding it under the door or through a mail slot
- 6 Sending it by courier
- 7 Sending it by mail to the last known address (add 5 days for service)

💡 GOOD TO KNOW: Under the regulations, the method of service used can determine whether a case proceeds. Accepted methods, including the rules for fax or email service, are set out in O. Reg. 516/06.



+5 Days

ADDED FOR MAIL SERVICE



O.Reg 516/06

GOVERNING REGULATION



Dismissed

RISK OF WRONG METHOD

Book Your Free Discovery Call

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