

N13 Notice — Evidence Checklist

Bring these items to your first call with Stonegate. The N13 is the most document-intensive landlord notice at the LTB — the stronger your file going in, the better your position at the hearing.

PERMITS & PROJECT DOCUMENTATION

- ☐ **Building permit**
Issued permit preferred. If not yet issued, provide the permit application with a confirmed approval timeline.
- ☐ **Engineering or architect report**
Must confirm that vacant possession is required to carry out the work — this is your key defence against a renoviction challenge.
- ☐ **Scope of work**
Detailed description of all work to be performed, including which systems or areas of the unit are affected.
- ☐ **Contractor quotes or signed contract**
From a licensed contractor. Should reference the permit number and confirm the unit cannot be occupied during work.

TENANCY & COMPENSATION DOCUMENTS

- ☐ **Signed lease agreement**
Showing tenant name, unit address, monthly rent, and rental period start date.
- ☐ **Tenant's full legal name and unit address**
Exactly as on the lease — required for the N13 and L2 application to be valid.
- ☐ **Proof of compensation paid or formally offered**
Bank transfer record, cheque copy, or written offer. Must be paid on or before the termination date.
- ☐ **Right of First Refusal notice (major repairs only)**
Written ROFR offer given to the tenant — required for renovation/repair N13s. Not required for demolition or conversion.

SERVICE & ADDITIONAL DOCUMENTS

- ☐ **Certificate of service**
Proof that the N13 was served on the tenant — method, date, and person who served it.
- ☐ **Evidence of zoning or municipal approval (conversion only)**
If converting to non-residential use, documentation confirming the municipality permits the intended use.

Key reminder: Permits must be in hand by the date of your LTB hearing.

You can serve the N13 before the permit is issued — but if it is still pending at the hearing, the Board may dismiss your L2 application. Stonegate tracks permit status on every active file.