

Sample caution notice to tenants

To tenant: _____
Suite address: _____
Date(s) of occurrence(s): _____

Incident: _____

Please be advised that the incident(s) reported constitute(s) a breach of your tenancy agreement and may become a substantial breach if the activity continues. Grounds under which your tenancy could be ended are indicated below.

Grounds for termination under the Residential Tenancies Agreement, section 26(1)(c):

1. A breach of a tenant covenant specified in section 21 of the Residential Tenancies Act:
 - that the tenant will not in any significant manner interfere with the rights of either the landlord or other tenants in the premises, the common areas or the property of which they form a part;
 - that the tenant will not endanger persons or property in the premises, the common areas or the property of which they form a part;
 - that the tenant will not do or permit significant damage to the premises, the common areas or the property of which they form a part;
2. A series of breaches of a smoke-free policy in your residential tenancy agreement, the cumulative effect of which is substantial.

We are requesting you take immediate steps to permanently correct this situation by doing the following:

<Sample corrective actions depending on your smoke-free policy>

- Cease smoking any combustible materials anywhere on the residential property, including inside your rental unit, in accordance with your tenancy agreement <or facility policy>.
- Cease smoking any combustible materials anywhere on the residential property, including your balcony or patio.
- Cease smoking any combustible materials anywhere on the residential property, in accordance with your tenancy agreement <or facility policy>, except in the following designated areas: <state rental unit yes or no, plus define area, such as "patio outside parking area">.
- Arrange to smoke combustible materials in an area of the residential property that will ensure second-hand smoke does not enter any other rental units.

Please be advised that should there be any further incident or circumstances warranting termination of tenancy, we will have no alternative but to issue such notice. We look forward to your co-operation in this matter.

Yours truly,
<Property manager and/or landlord>