

## **Invitation Letter for Canadian Visa (Sibling)**

**Honey Bansal**

305-239 Auburn Drive

Waterloo, ON, N2K 0B7

Phone: +16479285730

Email: honeybansal98@gmail.com

**Date:** 13-Dec-2025

**To:**

Immigration, Refugees and Citizenship Canada (IRCC)

Visa Office

**Subject:** Invitation Letter for Vikas Bansal – Temporary Resident Visa Application

Dear Visa Officer,

I, Honey Bansal, residing at **305-239 Auburn Drive, Waterloo, ON**, am writing to invite my sibling, **Vikas Bansal**, born on **19-Mar-1993**, holding passport number **[AF262938]**, to visit me in Canada.

I am a **Permanent Resident**, and I live at the address stated above. I work as **Project Manager** with **Tata Consultancy Services**. I would like my sibling to visit me in Canada from **12-Jan-2026** to **09-Feb-2026** for the purpose of **family visit**.

During their stay in Canada, my sibling will reside with me at my home. I will ensure their accommodation, food, and other living expenses are covered by me. I also guarantee that they will return to their home country before/on **09-Feb-2026**.

### **Details of the Invitee (Sibling)**

- Full Name: Vikas Bansal
- Date of Birth: 19-Mar-1993
- Address: 1733 B/1 Kacha Patiala Road Near Arya Samaj, Patiala, Punjab, 147001, India

- Relationship: Sibling
- Passport Number: AF262938
- Purpose of Visit: Family Visit
- Duration of Stay: 4 Weeks

Details of the Inviter (You)

- Full Name: Honey Bansal
- Date of Birth: 31-Jul-1989
- Status in Canada: Permanent Resident
- Address: 305-239 Auburn Drive, Waterloo, ON, N2K 0B7
- Occupation: Project Manager
- Employer: Tata Consultancy Services Canada Inc
- Contact: +16479285730, honeybansal98@gmail.com

I respectfully request that IRCC grant my sibling a Temporary Resident Visa to visit me in Canada. Please find attached copies of my **proof of status in Canada (PR Card)**, **proof of residence (Lease Agreement)**, and **proof of employment/income** to support this invitation.

Thank you for considering this application.

Sincerely,

Honey Bansal



Government  
of Canada

Gouvernement  
du Canada

PERMANENT  
RESIDENT  
CARD

CARTE DE  
RÉSIDENT  
PERMANENT

Name/Nom

BANSAL  
HONEY

ID No./N° ID

11-2019-8767

Sex/Sexe

Nationality/Nationalité

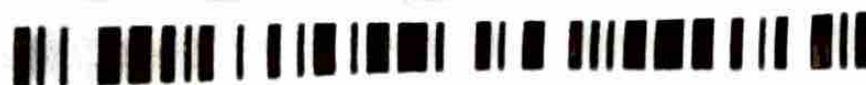
M I N D

Date of Birth/Date de naissance

31 JUL / JUIL 89

Expiry/Expiration

21 MAR / MARS 30



PD3735999



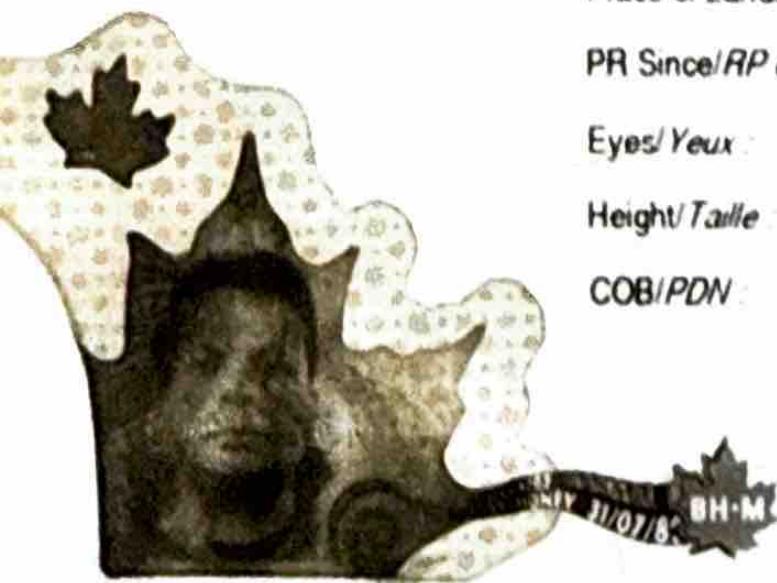
Place of Landing/Lieu d'établissement: MONTREAL

PR Since/RP depuis: 11 MAR / MARS 25

Eyes/Yeux: BLACK/NOIR

Height/Taille: 172 cm

COB/PDN: IND



CACANPD37359999<1120198767<<<5  
8907312M3003219IND<250321<01<5  
BANSAL<<HONEY<<<<<<<<<<<<

ESTADOS UNIDOS SECRETARÍA  
MÉXICANOS GUERRA CIUDAD  
SINALOA



18 ABR. 23 E

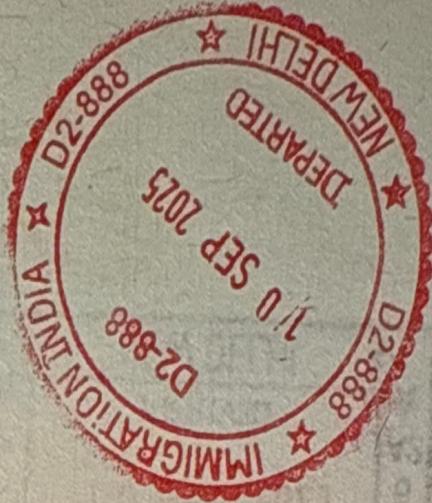
MÉXICO  
SINALOA  
O.R.SIOA OMZGOT

MOTIVO  
DE VIAJE

TEMPORALIDAD

WARNING

IF HOLDER ACQUIRES NATIONALITY OF ANOTHER COUNTRY, HE SHOULD SURRENDER THIS PASSPORT FORTHWITH TO THE NEAREST INDIAN MISSION/POST ABROAD. UNAUTHORIZED POSSESSION OF THIS DOCUMENT SHALL CONSTITUTE AN OFFENCE PUNISHABLE UNDER THE INDIAN PASSPORTS ACT 1967



भारत गणराज्य / REPUBLIC OF INDIA

टाइप / Type

P

कोड / Code

IND

राष्ट्रियता / Nationality

भारतीय / INDIAN

पासपोर्ट नं. / Passport No.

W6242585

उपनाम / Surname

BANSAL

दिया गया नाम / Given Name(s)

HONEY

जन्मतिथि / Date of Birth

31/07/1989

लिंग / Sex

M

जन्म स्थान / Place of Birth

PATIALA, PUNJAB

जारी करने का स्थान / Place of Issue

TORONTO

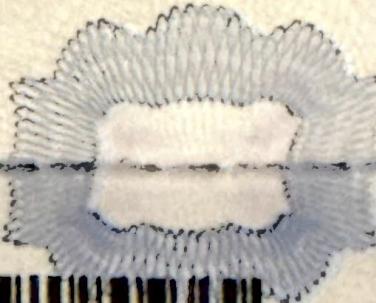
जारी करने की तिथि / Date of Issue

25/11/2022

समाप्ति की तिथि / Date of Expiry

24/11/2032

P<INDBANSAL<<HONEY<<<<<<<<<<<<<<<<<<<<<<  
W6242585<4IND8907312M3211245T074809895322<80



पिता / अधिकारी व्यक्ति का नाम / Name of Father / Legal Guardian

**JIWAN KUMAR BANSAL**

मातृ का नाम / Name of Mother

**PINKY BANSAL**

पति का नाम / Name of Spouse

**NANDINI MITTAL**

पता / Address

**1733 B/1 JYOTI RAM STREET**

**PATIALA, PATIALA**

**PIN: 147001, PUNJAB, INDIA**

पुराने पासपोर्ट का नंबर और इसके जल्दी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

**L3775253**

**25/07/2013**

**HYDERABAD**

पासपोर्ट का नंबर / Passport No.

**CAT074809895322**



TCS Confidential  
Ref: TCS/2024-2025/CC-C3B/1070966

June 12, 2024

**Mr Honey Bansal**  
**Toronto, Ontario, M5X 1B1**

Dear Honey Bansal,

This is to inform you about revision to your Gross Consolidated Salary effective April 01, 2024.

While on long-term deputation to Canada, your India salary is processed in India (as per TCS' India salary structure) and remitted to your designated bank account in Canada in Canadian Dollars. This payment is made at the prevailing exchange rate and post deductions required by law (including applicable Canada withholding taxes and social security) or otherwise voluntarily authorized by you.

The details of your revised compensation are provided in the annexure. Kindly note that the aforementioned is applicable while you are on long term deputation to Canada in Toronto, Ontario, M5X 1B1 and is subject to change in case of a further change in your location, grade or India salary.

I look forward to your continued commitment and a fulfilling career with TCS in the years to come.

Warm regards and best wishes,

A handwritten signature in blue ink, appearing to read 'Preethy'.

**Preethy Unnikrishnan**  
**Head – Human Resources, TCS Canada**

*Note: Signature on the document is in the nature of electronic signature of authorized representative of Tata Consultancy Services Canada Inc., which signature is deemed to be an original thereof.*

TCS Confidential  
Ref: TCS/2024-2025/CC-C3B/1070966

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Canada Inc.  
400 University Avenue 25<sup>th</sup> Floor, Toronto, Ontario, M5G 1S5  
Tel 647-790-7200 Fax: 647-790-7201 [www.tcs.com](http://www.tcs.com)



**Summary of your personalized compensation and benefits for fiscal year 2024-25 are given below. The Total Rewards statement is based on records available with us as on April 1, 2024 and company cost is annualized in CAD. TCS reserves the right to change Benefit plan design and associated employer cost.**

## **ANNEXURE**

Employee Name	Mr Honey Bansal
Employee Number	1070966
Grade	C3B
Employee work location	Toronto, Ontario, M5X 1B1
Minimum Consolidated Salary Annual in CAD	104,800
Minimum Living Allowance Annual in CAD	58,000

<b>Consolidated Salary in Canada</b>	<b>Annual Company Cost (CAD)</b>
Canadian Pay/Other Allowances	70,608
Gross India Salary in CAD	34,192
<b>Gross Consolidated Salary in Canada</b>	<b>104,800</b>
Worker's Compensation <sup>4/5</sup>	105
Health Tax (EHT/HET/HSF) <sup>4/5</sup>	2,044
Extended Health, Dental & Employee and Family Assistance Program (Employee + Family) <sup>4/5</sup>	2,424
Employment Insurance (EI) <sup>4/5</sup>	1,469
<b>Total Employer Provided Benefits</b>	<b>6,042</b>
<b>Total Estimated Cost to Company</b>	<b>110,842</b>

Please see break up of your India Salary.

<b>India Salary Details</b>	
Gross India Salary <sup>2</sup>	Annualized in INR
Basic Salary	354,000
Performance Pay <sup>3</sup>	483,600
Bouquet of Benefits	1,258,624
<b>Gross India Salary in INR</b>	<b>2,096,224</b>

Exchange Rate CAD to INR	61.3068
Effective date of exchange rate	April 01, 2024

**Paid Time Off<sup>6</sup>**

Vacation Days	15 days
Sick Days	5 days

1. All Salary components are Taxable. Total Salary is extrapolated for the year based on current exchange rate and India salary. The amount mentioned here is for representational purpose & actual pay out may vary with fluctuation in currency exchange rate, taxes, deduction etc.

2. The Gross India Salary specified does not include Provident Fund, HIS, Gratuity & Superannuation (if applicable and if it is being availed as a retiral contribution).

3. Performance Pay includes performance bonus and will be paid on a monthly basis.

4. **Insurance:** To take care of you and your dependents, TCS offers the following Insurance benefits

- Extended Health, Dental & Employee and Family Assistance Program

5. **Statutory Benefits:** CPP/QPP, EI, QPIP, Health Tax, Workers Compensation & CNT values are calculated as per CRA/Provincial limit for the year 2023 and it may vary based on your income and the province of employment.

6. **Paid Time Off:** TCS recognizes the value of taking time away from the work environment. Vacation and sick days are earned and accumulated on a prorated monthly basis. The value of Paid time off is included in Gross Consolidated Salary.

TCS reserves the right and has the express authority to modify income levels.

# Tata Consultancy Services Canada Inc

400 University Avenue, 25th Floor, Toronto, ON M5G 1S5

## STATEMENT OF EARNINGS AND DEDUCTIONS

Payroll Number

23 of 24



Employee Details														
Employee Name	Honey Bansal													
Residence Address	528 Lancaster St W, 811,,, KITCHENER, N2K 1L9, ON, CA													
Employee Number	1070966		Pay Date	2025/12/05		Hire Date	2022/07/08							
Province of Employment	Ontario			Deposit to Account No	XXXXXXXXXXXXXX0989									
Type	Payroll			Mode of Payment	Direct Deposit									
Pay Period	2025/11/16 To 2025/11/30													
Exchange Rate	63.273259													
Earnings	Arrears	Current	YTD	Deductions			Arrears	Current						
Canadian Pay		2,986.26	68,089.42	Federal Tax			950.66	22,100.69						
Gross India Salary	-0.01	1,380.40	32,343.84	Employment Insurance			0.00	1,077.48						
Vacation Pay			80.60	Gross India Salary			-0.01	1,380.40						
				Net India Salary			-1,336.20	-29,909.92						
				Medical Insurance premium			28.16	549.87						
<b>Total Earnings (A)</b>	0.01-	4366.66		<b>Total Deductions(B)</b>			0.01-	1023.02						
<b>Net Payment (A-B)</b>	3343.64													

Earnings	Rate	Hours/Unit	YTD hours
Regular Salary		80	2000

# Tata Consultancy Services Canada Inc

400 University Avenue, 25th Floor, Toronto, ON M5G 1S5

## STATEMENT OF EARNINGS AND DEDUCTIONS

Payroll Number 22 of 24



Employee Details														
Employee Name	Honey Bansal													
Residence Address	528 Lancaster St W, 811,,, KITCHENER, N2K 1L9, ON, CA													
Employee Number	1070966		Pay Date	2025/11/21		Hire Date	2022/07/08							
Province of Employment	Ontario			Deposit to Account No	XXXXXXXXXXXXXX0989									
Type	Payroll			Mode of Payment	Direct Deposit									
Pay Period	2025/11/01 To 2025/11/15													
Exchange Rate	63.273259													
Earnings	Arrears	Current	YTD	Deductions			Arrears	Current						
Canadian Pay		2,986.26	65,103.16	Federal Tax			950.66	21,150.03						
Gross India Salary		1,380.41	30,963.45	Employment Insurance			0.00	1,077.48						
Vacation Pay			80.60	Gross India Salary			1,380.41	30,963.45						
				Net India Salary			-1,173.35	-28,573.72						
				Medical Insurance premium			28.16	521.71						
Total Earnings (A)		4366.67		Total Deductions(B)				1185.88						
Net Payment (A-B)	3180.79													

Earnings	Rate	Hours/Unit	YTD hours
Regular Salary		80	1920

# Tata Consultancy Services Canada Inc

400 University Avenue, 25th Floor, Toronto, ON M5G 1S5

## STATEMENT OF EARNINGS AND DEDUCTIONS

Payroll Number

21 of 24



Employee Details														
Employee Name	Honey Bansal													
Residence Address	528 Lancaster St W, 811,,, KITCHENER, N2K 1L9, ON, CA													
Employee Number	1070966		Pay Date	2025/11/07		Hire Date	2022/07/08							
Province of Employment	Ontario			Deposit to Account No	XXXXXXXXXXXXXX0989									
Type	Payroll			Mode of Payment	Direct Deposit									
Pay Period	2025/10/16 To 2025/10/31													
Exchange Rate	63.252282													
Earnings	Arrears	Current	YTD	Deductions			Arrears	Current						
Canadian Pay		2,985.81	62,116.90	Federal Tax			950.66	20,199.37						
Gross India Salary		1,380.86	29,583.04	Employment Insurance			0.00	1,077.48						
Vacation Pay			80.60	Gross India Salary			1,380.86	29,583.04						
				Net India Salary			-1,336.66	-27,400.37						
				Medical Insurance premium			28.16	493.55						
<b>Total Earnings (A)</b>		4366.67		<b>Total Deductions(B)</b>			1023.02							
<b>Net Payment (A-B)</b>	3343.65													

Earnings	Rate	Hours/Unit	YTD hours
Regular Salary		96	1840

## Residential Tenancy Agreement (Standard Form of Lease)

### Note

This tenancy agreement (or lease) is required for tenancies entered into on **March 1, 2021 or later**. It does not apply to care homes, sites in mobile home parks and land lease communities, most social housing, certain other special tenancies or co-operative housing (see Part A of General Information).

Residential tenancies in Ontario are governed by the *Residential Tenancies Act, 2006*. This agreement cannot take away a right or responsibility under the *Residential Tenancies Act, 2006*.

Under the Ontario *Human Rights Code*, everyone has the right to equal treatment in housing without discrimination or harassment.

All sections of this agreement are mandatory and cannot be changed.

### 1. Parties to the Agreement

Residential Tenancy Agreement between:

#### Landlord(s)

1. Landlord's Legal Name      **AUBURN TERRACES LTD.**
2. Landlord's Legal Name

#### Note:

See Part B in General Information

#### and Tenant(s)

1. Last Name	BANSAL	First Name	HONEY
2. Last Name	MITTAL	First Name	NANDINI
3. Last Name		First Name	
4. Last Name		First Name	
5. Last Name		First Name	
6. Last Name		First Name	

### 2. Rental Unit

The landlord will rent to the tenant the rental unit at:

Unit (e.g., unit 1 or basement unit) 305	Street Number 239	Street Name AUBURN DR.	
City/Town WATERLOO	Province Ontario	Postal Code N2K 0B7	

Number of vehicle parking spaces and description (e.g., indoor/outdoor, location)  
1 OUTDOOR

The rental unit is a unit in a condominium.

Yes  No

If yes, the tenant agrees to comply with the condominium declaration, by-laws and rules, as provided by the landlord.

### 3. Contact Information

#### Address for Giving Notices or Documents to the Landlord

Unit 201	Street Number 2085	Street Name SHIRLEY DRIVE	PO Box
City/Town KITCHENER	Province	ONTARIO	Postal Code/ZIP Code N2B 3X4

Both the landlord and tenant agree to receive notices and documents by email, where allowed by the Landlord and Tenant Board's Rules of Procedure.

Yes  No      LANDLORD ADMIN@KINGSLEYCA.COM

If yes, provide email addresses:      TENANT honeybansal98@gmail.com

The landlord is providing phone and/or email contact information for emergencies or day-to-day communications:

Yes  No

If yes, provide information:

DAY TO DAY 519-744-1840/ EMERGENCIES 519-220-9216

#### Note:

See Part B and E in General Information

### 4. Term of Tenancy Agreement

This tenancy starts on: 2025-11-01  
Date (yyyy/mm/dd)

This tenancy agreement is for: (select an option below and fill in details as needed)

- a fixed length of time ending on: 2026-11-30  
Date (yyyy/mm/dd)
- a monthly tenancy
- other (such as daily, weekly, please specify): \_\_\_\_\_

#### Note:

The tenant does not have to move out at the end of the term. See Parts C and D in General Information.

### 5. Rent

a) Rent is to be paid on the FIRST (e.g., first, second, last) day of each (select one):

- Month
- Other (e.g., weekly) \_\_\_\_\_

b) The tenant will pay the following rent:

Base rent for the rental unit	<u>2,275.00</u>
Parking (if applicable)	<u>90.00</u>
Other services (specify if applicable):	

**Total Rent (Lawful Rent)** **\$ 2,365.00**

This is the lawful rent for the unit, subject to any rent increases allowed under the *Residential Tenancies Act, 2006*. For example, the landlord and tenant may agree to a seasonal rent increase for additional services of air conditioning or a block heater plug-in. This amount does not include any rent discounts (see Section 7 and Part G in General Information).

- c) Rent is payable to:  
**AUBURN TERRACES LTD.**

- d) Rent will be paid using the following methods:  
**CERTIFIED FUNDS OR ELECTRONIC FUNDS TRANSFER (EFT)**

**Note:**

The tenant cannot be required to pay rent by post-dated cheques or automatic payments, but can choose to do so.



**Note:**

The landlord's administration charge for an NSF cheque cannot be more than \$20.00

## **6. Services and Utilities**

The following services are included in the lawful rent for the rental unit, as specified:

Gas	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Air conditioning	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Additional storage space	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
On-Site Laundry	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Charge <input checked="" type="checkbox"/> Pay Per use
Guest Parking	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Charge <input type="checkbox"/> Pay Per use
Other _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Provide details about services or list any additional services if needed (if necessary add additional pages):

The following utilities are the responsibility of:

Electricity  Landlord  Tenant

Heat  Landlord  Tenant

Water Heater Rental  Landlord

Tenant

Water  Landlord  Tenant

If the tenant is responsible for any utilities, provide details of the arrangement, e.g. tenant sets up account with and pays the utility provider, tenant pays a portion of the utility costs (if necessary add additional pages):

**ELECTRICITY - TENANT SETS UP ACCOUNT AND PAYS ENOVA DIRECTLY.**

**WATER & HEAT - TENANT SETS UP ACCOUNT AND PAYS CLEAN CUT ENERGY DIRECTLY.**

## 7. Rent Discounts

Select one:

There is no rent discount.

or

The lawful rent will be discounted as follows:

Provide description of rent discount (if necessary add additional pages):

The Tenant(s) shall receive a discount of \$90.00 each month, applied to their parking fees on the first day of the month, for a period of twelve months beginning on November 1, 2025, and ending on October 31, 2026. The Tenant(s) shall receive a discount of \$100 each month, applied to their rent on the first day of the month, for a period of twelve months beginning on November 1, 2025, and ending on October 31, 2026. All rent discounts are contingent on the Tenant(s) paying their rent on or before the first day of each month. Failure to provide the Landlord with the total rent on or before the first day of each month or rental period, then this agreement shall be void, and the total monthly rent, including parking fees, will be due and payable in full without any discounts.

### Note:

See Part G in General Information for what types of discounts are allowed.

## 8. Rent Deposit

Select one:

A rent deposit is not required.

or

The tenant will pay a rent deposit of \$ 2,365.00. This can only be applied to the rent for the last rental period of the tenancy.

**Note:**

This amount cannot be more than one month's rent or the rent for one rental period (e.g., one week in a weekly tenancy), whichever is less. This cannot be used as a damage deposit. The landlord must pay the tenant interest on the rent deposit every year. See Part H in General Information.

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## 9. Key Deposit

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Select one:

A key deposit is not required.

or

The tenant will pay a refundable key deposit of \$ 150.00 to cover the cost of replacing the keys, remote entry devices or cards if they are not returned to the landlord at the end of the tenancy.

If a refundable key deposit is required, provide description and number of keys, access cards and remote entry devices:

**TWO (2) ENTRANCE KEYS**

**TWO (2) UNIT KEYS**

**ONE (1) MAILBOX KEY**

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**Note:**

The key deposit cannot be more than the expected replacement cost. See Part H in General Information.

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## 10. Smoking

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Under provincial law, smoking is not allowed in any indoor common areas of the building. The tenant agrees to these additional rules on smoking:

Select one:

None

or

Smoking rules

Provide description of smoking rules (if necessary add additional pages):

**SEE ATTACHED "ADDENDUM 1" & "ADDENDUM 2"**

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**Note:**

In making and enforcing smoking rules, the landlord must follow the Ontario *Human Rights Code*. See Parts M and S in General Information.

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## 11. Tenant's Insurance

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Select one:

There are no tenant insurance requirements.

or

The tenant must have liability insurance at all times. If the landlord asks for proof of coverage, the tenant must provide it. It is up to the tenant to get contents insurance if they want it.

## 12. Changes to the Rental Unit

The tenant may install decorative items, such as pictures or window coverings. This is subject to any reasonable restrictions set out in the additional terms under Section 15.

The tenant cannot make other changes to the rental unit without the landlord's permission.

## 13. Maintenance and Repairs

The landlord must keep the rental unit and property in good repair and comply with all health, safety and maintenance standards.

The tenant must repair or pay for any undue damage to the rental unit or property caused by the wilful or negligent conduct of the tenant, the tenant's guest or another person who lives in the rental unit.

The tenant is responsible for ordinary cleanliness of the rental unit, except for any cleaning the landlord agreed to do.

**Note:**

See Part J in General Information.

## 14. Assignment and Subletting

The tenant may assign or sublet the rental unit to another person only with the consent of the landlord. The landlord cannot arbitrarily or unreasonably withhold consent to a sublet or potential assignee.

**Note:**

There are additional rules if the tenant wants to assign or sublet the rental unit. See Part P in General Information.

## 15. Additional Terms

Landlords and tenants can agree to additional terms. Examples may include terms that:

- Require the landlord to make changes to the unit before the tenant moves in, and
- Provide rules for use of common spaces and/or amenities.

These additional terms should be written in plain language and clearly set out what the landlord or tenant must or must not do to comply with the term. If typed, the additional terms should be in a font size that is at least 10 points.

An additional term cannot take away a right or responsibility under the *Residential Tenancies Act, 2006*.

If a term conflicts with the *Residential Tenancies Act, 2006* or any other terms set out in this form, the term is void (not valid or legally binding) and it cannot be enforced. Some examples of void and unenforceable terms include those that:

- Do not allow pets (however, the landlord can require the tenant to comply with condominium rules, which may prohibit certain pets),
- Do not allow guests, roommates, any additional occupants,
- Require the tenant to pay deposits, fees or penalties that are not permitted under the *Residential Tenancies Act 2006* (e.g., damage or pet deposits, interest on rent arrears), and
- Require the tenant to pay for all or part of the repairs that are the responsibility of the landlord.

See General Information for more details.

The landlord and tenant may want to get legal advice before agreeing to any additional terms.

Select one:

There are no additional terms.

or

This tenancy agreement includes an attachment with additional terms that the landlord and tenant agreed to.

## 16. Changes to this Agreement

After this agreement is signed, it can be changed only if the landlord and tenant agree to the changes in writing.

**Note:**

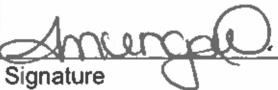
The *Residential Tenancies Act, 2006* allows some rent increases and requires some rent reductions without agreement between the landlord and tenant. See Part I in General Information.

## 17. Signatures

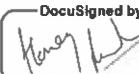
By signing this agreement, the landlord(s) and the tenant(s) agree to follow its terms. The landlord(s) or tenant(s) can sign this lease electronically if they both agree.

Unless otherwise agreed in the additional terms under Section 15, if there is more than one tenant, each tenant is responsible for all tenant obligations under this agreement, including the full amount of rent.

**Landlord(s):**

Name	Signature	Date (yyyy/mm/dd)
SARAH MUNGAL		2025/10/28
Name	Signature	Date (yyyy/mm/dd)
Name	Signature	Date (yyyy/mm/dd)
Name	Signature	Date (yyyy/mm/dd)

**Tenant(s):**

Name	Signature	Date (yyyy/mm/dd)
HONEY BANSAL	 DocuSigned by: 0924049C98C1496	9/30/2025
NANDINI MITTAL	 Signed by: 7B2D9739E9544BE	10/2/2025
Name	Signature	Date (yyyy/mm/dd)

**Note:**

All of the landlords and tenants listed on the first page in Section 1 (Parties to the Agreement) must sign here. The landlord must give a copy of this agreement to the tenant within 21 days after the tenant signs it.

## APPENDIX A General Information

This Appendix sets out basic information for landlords and tenants. It is not intended as legal advice, and it is not an official interpretation of the *Residential Tenancies Act, 2006* (the Act). Please refer to the Act for the specific rules.

The Landlord and Tenant Board also provides information about landlords' and tenants' rights and responsibilities under the Act.

### **Landlord and Tenant Board:**

Toll free: 1-888-332-3234

Toronto area: 416-645-8080

TTY: Bell Relay Service at 1-800-855-0511

Website: [www.tribunalsontario.ca/ltb/](http://www.tribunalsontario.ca/ltb/)

### **A. When to Use This Form**

This form (standard form of lease) must be used for most residential tenancy agreements (leases).

This form should not be used for:

- care homes,
- sites in mobile home parks or land lease communities,
- social and supportive housing that is exempt from the rent increase guideline (see the regulation under the Act for specific exemptions),
- member units in co-operative housing, and
- any other accommodation that is exempt from the Act (see Section 5 of the Act).

### **B. Change of Landlord**

A new landlord has the same rights and duties as the previous landlord. A new landlord must follow all the terms of this agreement unless the tenant and new landlord agree to other terms. A new landlord should provide the tenant with their legal name and address.

### **C. Renewing a Tenancy Agreement (Part V of the Act)**

If the landlord and tenant agree that the tenancy will last for a specific period of time, this is called a fixed term tenancy. This is because both the start and end date are set out in the tenancy agreement.

The end of an agreement does not mean the tenant has to move out or sign a renewal or new agreement in order to stay. The rules of the agreement will still apply and the tenant still has the right to stay:

- as a monthly tenant, if the agreement was for a fixed term or monthly tenancy,
- as a weekly tenant, if the agreement was for a weekly tenancy, or
- as a daily tenant, if the agreement was for a daily tenancy.

The landlord and tenant can also agree to renew the agreement for another fixed term or enter into a new agreement. In any case, changes to the rent must follow the rules under the Act (see Part I below for further information).

### **D. Ending the Tenancy (Part V of the Act)**

The landlord or tenant must follow the rules of the Act when ending a tenancy.

#### **When the tenant can end the tenancy**

The tenant can end a tenancy by giving the landlord proper notice using the appropriate Landlord and Tenant Board form. They must give:

- at least 60 days' notice if they have a monthly or fixed term tenancy, or
- at least 28 days' notice if they have a daily or weekly tenancy.

For a fixed term tenancy, the notice cannot be effective before the last day of the fixed term. For a monthly or weekly tenancy, the notice must be effective on the last day of a rental period (e.g. month or week).

In certain situations, a tenant who has experienced sexual or domestic violence can give 28 days' notice to end the tenancy at any time, even if the tenant has a fixed term agreement (e.g., one year agreement). They must use the notice form approved by the Landlord and Tenant Board.

### **When the landlord can end the tenancy**

The landlord can only give the tenant notice to end the tenancy in certain situations. These situations are set out in the Act. The landlord cannot evict the tenant unless the landlord follows the proper rules. These rules are set out in the Act. In most cases, the landlord must give proper notice to end the tenancy using the right form. Forms are available on the Landlord and Tenant Board's website.

If the landlord gives a tenant notice to end the tenancy, the tenant does not have to move out.

The landlord can give the tenant notice to end the tenancy in certain situations where the tenant is at fault. Examples include:

- tenant does not pay the full rent when it is due,
- tenant causes damage to the rental unit or building, and
- tenant substantially interferes with the reasonable enjoyment of other tenants or the landlord.

The landlord may also give notice to end a tenancy in certain situations that are not the tenant's fault, but only at the end of the term or rental period. In these cases, landlords must still give proper notice, and tenants may be entitled to compensation and/or the right to return to the unit. Examples include:

- landlord or purchaser needs the unit for themselves, an immediate family member, or caregiver, and
- landlord needs to do extensive repairs or renovations that require a building permit and vacant possession of the unit.

If the tenant does not move out, the landlord must apply to the Landlord and Tenant Board in order to evict the tenant. The Landlord and Tenant Board will hold a hearing and decide if the tenancy should end. Both the landlord and the tenant can come to the hearing and explain their side to the Landlord and Tenant Board. If the Landlord and Tenant Board orders an eviction, the eviction order can only be enforced by the Sheriff (Court Enforcement Officer).

It is an offence for the landlord to evict a tenant without following this process. If convicted, the landlord could face a fine of up to \$50,000 (for an individual) or \$250,000 (for a corporation).

### **If the Landlord and Tenant agree to end the tenancy**

The tenant and landlord can agree to end a tenancy at any time by using the proper Landlord and Tenant Board form. Some landlords may ask the tenant to sign that form when signing the tenancy agreement (lease). In most cases, an agreement to end a tenancy signed at the beginning of the tenancy agreement is unenforceable and the tenant does not have to move out.

There is more information on how to end a tenancy and reasons for eviction in the Act and in brochures on the Landlord and Tenant Board website.

## **E. Giving Notices and Documents (Part XII of the Act)**

The landlord and tenant have to deliver some official notices and other documents in writing. These notices and documents can be:

- hand delivered,
- left in a mail box or a place where mail is ordinarily delivered, or
- mailed (this will count as delivered five days after mailing).

There are also other ways to serve notices and documents. For more information, contact the Landlord and Tenant Board or see the Rules of Practice on its website.

## F. Rent and Rent Receipts (Part VII of the Act)

Rent is the amount the tenant pays to the landlord to occupy the rental unit and receive services or facilities agreed to in this agreement.

The tenant must pay their rent on time. If they do not, the landlord can give them notice to end the tenancy.

If the tenant asks for a receipt for rent or any payment or deposit, the landlord must give them one for free. This also applies to a former tenant who asks for a receipt within 12 months after the end of their tenancy.

## G. Rent Discounts (Part VII of Act)

The landlord can offer the tenant a discount for paying rent on or before the date it is due. This discount can be up to two per cent of the lawful rent.

The landlord can also offer rent-free periods or discounts in one of three ways:

- Rent-free periods of up to three months within any 12-month period,
- A discount of up to one month's rent spread evenly over eight months, or
- A discount of up to two months' rent, with up to one month's rent spread evenly over the first seven months, and up to one month's rent discounted in one of the last five months.

These types of discounts must be agreed to in writing.

## H. Deposits (Part VII of the Act)

The landlord can only collect a deposit for the last month's rent and a refundable key deposit. The tenant does not have to provide any other form of deposit, such as pet or damage deposits. If the tenant pays anything more, the tenant can apply to the Landlord and Tenant Board to get the money back.

**Rent deposit (i.e. last month's rent):** The landlord can require a rent deposit on or before the tenant enters into the tenancy agreement. The landlord must apply this money to the rent for the last period of the tenancy. The rent deposit must not be more than one month's rent or the rent for one rental period (e.g., one week in a weekly tenancy), whichever is less.

The landlord must pay the tenant interest on the rent deposit every year. If the rent increases after the tenant has paid a rent deposit, the landlord can require the tenant to top-up the rent deposit so that it is the same as the new rent. The landlord can use the interest on the rent deposit to top-up the rent deposit.

If the landlord is unable to let the tenant move into the rental unit, the landlord must return the deposit, unless the tenant agrees to rent a different unit.

**Key deposit:** If the landlord collects a deposit for key(s), remote entry devices or cards, the landlord must return the deposit when the tenant gives back their key(s) at the end of the tenancy.

The landlord can charge the tenant for additional keys that the tenant requests (for example, if the tenant wants an extra key or if the tenant has lost their key), but the charge cannot be more than actual cost of the keys. This is not a key deposit.

## I. Rent Increases and Decreases (Part VII of the Act)

Normally, the landlord can increase the rent only once every 12 months. The landlord must use the proper Landlord and Tenant Board form and give the tenant at least 90 days' notice before the rent increase is to take effect.

### Guideline Rent Increases

In most cases, the rent can be increased by no more than the rent increase guideline unless the Landlord and Tenant Board approves a rent increase above the guideline. The guideline for each year can be found on the Landlord and Tenant Board's website. Some newer units are not subject to the rent increase guideline, including:

- A unit in a new building, if no part of the building was occupied for residential purposes on or before November 15, 2018;
- A unit in a new addition to an existing building, if no part of the addition was occupied for residential purposes on or before November 15, 2018; and,
- A new second unit in an existing house, such as a basement apartment, that was created after November 15, 2018 and that meets the requirements set out in the Act.

## Rent Increases above the Guideline

The landlord can apply to the Landlord and Tenant Board for approval to raise the rent by more than the rent increase guideline. Affected tenants can oppose this application at the Landlord and Tenant Board.

This kind of rent increase is called an above-guideline rent increase. The Landlord and Tenant Board can allow this kind of rent increase if:

- the landlord's municipal taxes and charges have increased significantly,
- the landlord has done major repairs or renovations, or
- the costs of external security services (i.e. not performed by the landlord's employees) have increased, or external security services are being provided for the first time.

The landlord and tenant can also agree to an above-guideline rent increase, if the landlord agrees to renovate or add a new service for the tenant. Certain rules apply.

## Rent Reductions:

The landlord **must** reduce the rent if:

- the municipal property tax goes down by more than 2.49 per cent, or
- the rent was increased above the guideline to pay for repairs or renovations and the costs have been fully paid for (this only applies to tenants who were living in the unit when the above guideline rent increase happened).

The tenant can apply to the Landlord and Tenant Board to reduce their rent if:

- municipal property taxes or charges on the rental property go down,
- the landlord reduced or removed a service without reducing the rent, or
- the landlord did not keep a promise they made in an agreement for a rent increase above the guideline.

## J. Maintenance and Repairs (Part III, IV, V and XIV of the Act)

The landlord must keep the rental unit and property in good repair and comply with all health, safety and maintenance standards. This includes the maintenance and repair of things that came with the unit, such as appliances, and of common areas, such as parking lots, elevators, and hallways.

The tenant must pay their rent, even if they have problems with the maintenance and repair of their unit or property. If the tenant is having a maintenance or repair problem, the tenant should let the landlord know. If needed, the tenant can apply to the Landlord and Tenant Board.

The tenant is responsible for any damage to the rental property caused by the tenant, the tenant's guest or another person who lives in the rental unit. This applies to any damage caused on purpose or by not being careful enough. This does not include damage that results from normal use of the rental unit over time ("wear and tear"). The landlord can apply to the Landlord and Tenant Board if the tenant has not repaired such damage.

The tenant is responsible for ordinary cleanliness of the rental unit, except for any cleaning the landlord agreed to do.

## K. Vital Services (Part I and III of the Act)

"Vital services" are hot or cold water, fuel, electricity, gas and heat.

The landlord must ensure that a rental unit has heating equipment capable of maintaining a minimum temperature of 20° Celsius from September 1 to June 15. Some municipal by-laws may have stricter requirements.

The landlord cannot withhold or shut off the reasonable supply of a vital service, care service or food that the landlord must supply under the tenancy agreement. If a vital service is cut-off because the landlord failed to pay their bill, the landlord is considered to have withheld that service. However, if a vital service is cut-off or disconnected because the tenant failed to pay their own utility bill, the tenant cannot claim that the landlord withheld a vital service.

The landlord cannot deliberately interfere with the reasonable supply of any vital service, care service or food, whether or not the landlord is obligated to supply it under the tenancy agreement.

## L. Harassment (Part III and IV of the Act)

It is against the law for the landlord (or anyone acting for the landlord, such as a superintendent or property manager) to harass the tenant, or for the tenant to harass the landlord. If the landlord or the tenant is experiencing harassment they can apply to the Landlord and Tenant Board.

## M. Discrimination

If the landlord (or anyone acting for the landlord) discriminates against the tenant based on prohibited grounds of discrimination under the Ontario *Human Rights Code* (the *Code*), they may be violating the tenant's rights under the *Code*. The Landlord and Tenant Board may be able to consider discrimination if it relates to an application under the *Residential Tenancies Act, 2006*. In other situations, the tenant may have to take their case to the Human Rights Tribunal of Ontario.

## N. Landlord's Entry into Rental Unit (Part III of the Act)

The tenant is entitled to reasonable enjoyment of the rental unit (e.g. quiet enjoyment, reasonable privacy, freedom from unreasonable disturbance and exclusive use of the rental unit).

The landlord can enter the rental unit with 24 hours' written notice only for the following reasons:

- make repairs,
- inspect the unit to see if repairs are needed, if the inspection is reasonable,
- show the rental unit to a possible buyer, insurer or mortgage lender,
- let a real estate agent show the unit to a possible buyer,
- have a property inspection done before converting the residential building into a condominium, or
- for any reasonable purpose listed in the tenancy agreement.

The written notice must include the reason for the entry and state the date and time (between 8 a.m. and 8 p.m.) that the landlord will enter the unit. With proper notice, the landlord can enter the unit when the tenant is not at home.

The landlord does not need to give a notice to enter:

- in case of emergency,
- if the tenant consents to entry,
- if the tenancy agreement requires the landlord to clean the unit, or
- if the tenancy is coming to an end and the landlord wants to show the unit to a potential new tenant – the landlord can only show the unit between 8:00 a.m. and 8:00 p.m. and must make a reasonable effort to let the tenant know when this will happen.

## O. Locks (Part III and IV of the Act)

The landlord cannot change the locks of the rental unit unless the landlord gives the new keys to the tenant. The tenant cannot change the locks of the rental unit without the consent of the landlord.

## P. Assign or Sublet (Part VI of the Act)

The tenant may assign or sublet the rental unit to another person only with the consent of the landlord. The landlord cannot arbitrarily or unreasonably withhold consent to a potential assignee or sublet of the rental unit.

1. **Assignment:** In an **assignment**, the tenant transfers their right to occupy the rental unit to someone else. The new person takes the place of the tenant, and the tenancy agreement stays the same.
2. **Sublet:** A **sublet** occurs when the tenant moves out of the rental unit, lets another person (the 'sub-tenant') live there until a specified date, and can return to live in the unit before the tenancy ends. The tenancy agreement and the landlord-tenant relationship do not change.

A tenant who sublets a rental unit cannot:

- charge a higher rent than the landlord does for the rental unit,
- collect any additional fees for subletting the rental unit, or
- charge the sub-tenant for additional goods or services.

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#### **Q. Guests (Part III of the Act)**

The landlord cannot stop tenants from having guests, require the tenant to notify the landlord or get the landlord's permission before having guests. The landlord cannot charge extra fees or raise the rent due to guests in the rental unit. However, the tenant is responsible for the behaviour of their guests.

The landlord cannot prevent the tenant from having a roommate, as long as municipal by-laws on occupancy standards are respected.

If a tenant rents their whole unit to someone else (e.g. short-term rental), this person is not a "guest". The tenant may have to get the landlord's permission.

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#### **R. Pets (Part III of the Act)**

A tenancy agreement cannot prohibit animals in the rental unit or in or around the residential building.

There are some cases where the landlord can apply to the Landlord and Tenant Board to evict a tenant who has a pet. These are some common examples:

- the pet makes too much noise, damages the unit or causes other tenants to have allergic reactions,
- the breed or species is inherently dangerous, or
- the rules of the condominium corporation do not allow pets.

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#### **S. Smoking (Part V of the Act)**

The Act does not discuss smoking in a rental unit. The landlord and tenant can use Section 10 of this lease to agree to either allow or prohibit smoking in the unit, and/or on the landlord's property.

Even if the lease doesn't prohibit smoking, the landlord may apply to the Landlord and Tenant Board to end the tenancy if the smoking:

- substantially interferes with reasonable enjoyment of the landlord or other tenants,
- causes undue damage,
- impairs safety, or
- substantially interferes with another lawful right, privilege or interest of the landlord.

If the tenant believes that other people smoking in their building affects their health or safety, contravenes maintenance standards, or substantially interferes with their reasonable enjoyment of the rental unit, they should discuss it with their landlord before contacting the Landlord and Tenant Board.

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#### **T. Smoke and Carbon Monoxide Alarms**

The landlord must provide the rental unit with working smoke alarms and, where applicable, carbon monoxide alarms.

The landlord is responsible for keeping smoke and carbon monoxide alarms in working condition, which includes replacing the batteries. The tenant must not disconnect or tamper with any smoke or carbon monoxide alarm and must notify the landlord immediately of any alarms not working properly.

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#### **U. Resolving Disputes**

The landlord and tenant are required to follow the law. If they have problems or disagreements, the landlord and tenant should first discuss the issue and attempt to resolve it themselves. If the landlord or tenant feels that the other is not obeying the law, they may contact the Landlord and Tenant Board for information about their rights and responsibilities, including whether they may apply to the Landlord and Tenant Board to resolve the dispute.

## Guide to the Standard Lease

A guide to the standard lease is available at the webpage below.

Una guía del contrato de arrendamiento estándar está a su disposición en la página web que se encuentra abajo.

Makikita sa webpage sa ibaba ang gabay sa pamantayang pagpapaupa.

Auf der unten genannten Webseite steht ein Leitfaden zum Standardmietvertrag zur Verfügung

Hướng dẫn về hợp đồng thuê nhà chuẩn có tại trang web bên dưới.

Przewodnik dotyczący standardowego najmu dostępny jest na poniższej stronie internetowej.

Руководство по стандартной аренде доступно на веб-странице ниже

Інформацію щодо стандартного договору оренди можна знайти на вказаній нижче веб-сторінці.

Un ghid pentru închirierea- standard este disponibil pe pagina de mai jos.

Um guia para o contrato de arrendamento normalizado está disponível na página Web abaixo

您可在以下网页查看标准租约指南。

您可在以下網頁查看標準租約指南。

Μπορείτε να βρείτε έναν οδηγό για το τυπικό μισθωτήριο στον παρακάτω ιστότοπο.

표준 임대차 계약에 대한 안내는 아래 웹 페이지에 있습니다.

Una guida al contratto di locazione standard è disponibile nella pagina web sottostante.

دلیل الإيجار القياسي متاح على صفحة الإنترنت أدناه.

راهنمای اجاره‌نامه استاندارد در وبسایت زیر موجود است.

नीचे आपेला वेबपेज पर मानक लीज माटेनी मार्गदर्शिका उपलब्ध है।

मानक लीज के नियम नीचे दिए गए वेबपेज पर उपलब्ध हैं।

यहां इंडिपैन्डेंट लीज गार्ड उपलब्ध है।

இயல்தரமான குத்தகைக்கான வழிகாட்டு முறைகள் கீழே உள்ள வளைப்பக்கத்தில் கொடுக்கப்பட்டுள்ளது

معياری لیز سے متعلق گائیڈ نیچے ویب صفحہ پر دستیاب ہے۔

[www.ontario.ca/standardlease](http://www.ontario.ca/standardlease)