

How We Navigate Representation with Integrity and Compliance

How We Handle It:

1. Identify the Status Early

During listing or when showing a property, ask the right questions:

- “Is the basement apartment registered with the municipality?”
- “Can you provide documentation or permits for the second suite?”

2. Disclosure is Key

- If you’re listing the property: **you must disclose** if the basement apartment is not legal or not registered — even if it’s currently tenanted.
- Use language like:
“Basement apartment currently tenanted. Seller does not warrant retrofit or legal status.”

3. Represent, Don’t Certify

- You are not a building inspector or a by-law officer.
- Don’t guess or guarantee the legal status — always encourage the buyer to verify zoning and compliance directly with the local municipality.

4. Document Everything

- Add notes to your file (email confirmations, MLS remarks, status disclosure, etc.).
- If the seller is unsure, put that in writing.

5. Protecting Buyers

- Advise buyer clients to do their own due diligence.
- Recommend speaking to a lawyer or the municipality before closing.

6. Working with Tenanted Units

- If the basement is rented, understand tenant rights under the Residential Tenancies Act (RTA).
- Illegal unit or not, a buyer cannot evict a tenant without proper notice or valid reason.

Agent Note:

We're not here to pass judgment or enforce the law — but we do need to **represent our clients with full transparency and professional care**. If we hide or ignore the legal status of a basement apartment, we're putting our clients — and ourselves — at risk.

Revision #1

Created 27 May 2025 20:24:25 by Eryn Richardson

Updated 27 May 2025 20:25:15 by Eryn Richardson