

Residential Tenancies in Alberta (RTA) Course

Course Outline 2025



Course Description

The two-day Residential Tenancies in Alberta Course focuses on Alberta's Residential Tenancies Legislation and the application of Best Practices - Before, During, and when Ending the Tenancy

Course Objectives

- Improve knowledge of the Residential Tenancies Act
- Improve knowledge of Landlord Rights and Responsibilities
- Improve landlord/tenant relations
- Promote business professionalism
- Promote knowledge of best practices

Audience

This two day course benefits all owners of large and small residential rental properties in Alberta. This also includes, property managers, resident managers and site staff.

Course Outline

The course is delivered in two parts over two days.

Course Outcomes

The goal of this classroom or virtual training course is to empower residential rental owners, property managers, and their staff to take full advantage of the knowledge they gain when interacting with their tenants, managing their rental properties, and dealing with tenancy problems. Participants will receive a personalized certificate of completion at the end of the course.

Part 1 - Day 1

Part 1 explores the foundations of successful tenancies and examines Landlord best practices before and during the tenancy. Landlords can establish and maintain successful tenancies by following best practices. In doing so, they will run their business more successfully and minimize the occurrence of tenancy problems. It includes:

Getting into the business of being a landlord

- What you need to consider – includes information on Human Rights & Privacy
- Landlord's covenants (these are the Landlord Must Do's)
- Tenant's covenants (these are the Tenant Must Do's)

Before You Rent

- Types of Tenancy Agreements
 - Fixed Term
 - Periodic
- The Leasing Process
 - Tenant Screening
 - What is it; how to do it, what information can you collect from a tenant
 - Security Deposits
 - The purpose of collecting; how much can you collect; what's included and not included; refundable vs. non-refundable fees; proper procedures for the holding and banking of security deposits.
 - Move-In Inspection
 - What is it; how they are done; why it's important to do them
 - Tenancy Agreement
 - The importance of written agreements; what can you include and what you can't
 - Move-Out Cleaning List
 - Why it's important to provide this and review it with the tenant at the beginning of the tenancy
 - Notice of Landlord
 - what is it; why do it; what does it include

During the Tenancy

- Maintaining Your Rental Property
 - the importance of maintaining your rental property; the law you need to know; the consequences of not maintaining your property.
- Landlord's Right to Enter the Rental Property
 - When and under what circumstances can you enter the rental property?
- Changing Locks
 - Learn when and how landlords and tenants can change the locks.
- Rent Increases
 - when can you increase the rent; what kind of notice do you need to give to the tenant?
- Keeping Tenant Records
 - The importance of having good records and proper documentation
- Developing Good Tenant Relations
 - The benefits of maintaining good tenant relations and the consequences of not doing so.
 - The keys to good tenant relations?

Course Outcomes:

Upon completion of Part 1, participants should be able to:

- Identify the laws that impact Landlord / Tenant relations
- Differentiate between fixed-term and periodic tenancies
- Identify Landlord and tenant covenants
- Recognize when a substantial breach occurs
- Follow correct procedures for establishing a tenancy agreement
- Apply best practices in maintaining the tenancy

Part 2 - Day 2

Part 2 deals with managing tenancy problems and ending tenancies and focuses on how tenancies are terminated, either voluntarily or involuntarily. It also discusses abandonment and abandoned goods.

Ending the Tenancy

- Ending tenancies when all is going well
 - Best Practices; periodic and fixed term tenancies; notice requirements; serving notices
- Process for ending tenancies
 - Providing the cleaning list
 - Conducting the move-out inspection
 - Returning the security deposit
- Managing Tenancy Problems
 - Dealing with problem tenants – what are common tenancy problems
- Options and Remedies for handling tenancy problems –
 - How to handle all breaches, including: the non-payment of rent, damage and assault, non-tenants living in the property
- Termination of tenancy
 - When and how to terminate a tenancy
- Notices
 - What notices apply; when to use them; how to use them
 - What can you do if the tenant doesn't leave
- Abandonment by the tenant
 - How to determine if a tenant has abandoned the property
- Abandoned Goods
 - How to deal with property left behind by a tenant.

Course Outcomes

Upon completion of Part 2, participants should be able to:

- Follow best practices when ending a tenancy
- Follow RTA guidelines in returning security deposits
- Recognize when a substantial breach occurs
- Choose from a variety of Landlord remedies when dealing with substantial breach
- Prepare warning or termination notices
- Follow RTA guidelines and best practices when dealing with tenant abandonment and abandoned goods

