CHECKLIST

Family Violence Housing Toolkit

SAFE PASSAGE

Native Women's Association of Canada

L'Association des femmes autochtones du Canada

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INTRODUCTION

The Native Women's Association of Canada (NWAC) is committed to supporting Women, Girls, Two-Spirit, Transgender, and Gender-Diverse+ (WG2STGD+) People, by providing resources to access safe living conditions for you and your dependents. Along with this toolkit, NWAC has created five other Housing Toolkits to help tenants and landlords navigate various rental situations. Indigenous WG2STGD+ People are more likely to experience violence in their lifetime than non-Indigenous women. Indigenous WG2STGD+ People must be aware of the safety of themselves and their dependents. NWAC acknowledges the strength and courage it takes to leave an abusive situation and/or partner. However, it is essential to carefully prepare to safely vacate your situation.

This toolkit will provide four checklists that can be used when leaving an abusive situation and/or partner:

1. Days of notice required to terminate a lease.
2. Housing resources.
3. Used when you're preparing to leave.
4. What to bring.
5. What to bring for your dependents.
6. What to do after you have left.

SHARING A LEASE AGREEMENT

When preparing to leave, tenants experiencing violence should provide landlords with a proper notice of termination. Below is applicable to tenants who have signed a lease and/or their name is on a rental agreement and outlines proper notice periods for victims of abuse. Provincial/territorial rental offices can help guide tenants through the process of terminating their lease when experiencing any form of family of domestic violence.

DAYS OF NOTICE REQUIRED TO TERMINATE A LEASE

One-Month NOTICE	EXCEPTIONS
Alberta	**Nunavut:**
British Columbia	The Government of Nunavut does not offer ways of terminating a lease for victims of violence.
Manitoba	The period in which a notice of termination is outlined in each rental agreement can either be for seven, 30, or 60 days before the end of the rental agreement.
New Brunswick	**Québec:**
Newfoundland and Labrador	The termination of a lease takes effect two months after a notice is sent for a lease being 12 months or greater.
Nova Scotia	The termination of lease takes effect one month after a notice is sent for a lease that is fewer than 12 months, or for an indeterminate term.
Northwest Territories	
Ontario	
Prince Edward Island	
Saskatchewan	
Yukon Territory	

RESOURCES FOR TERMINATING A LEASE WHILE EXPERIENCING FAMILY VIOLENCE

PROVINCE AND TERRITORY:	DOCUMENTS AND RESOURCES NEEDED TO TERMINATE A LEASE:
Alberta:	Certificate Confirming Grounds to Terminate Tenancy.
British Columbia:	Ending a Fixed Term Tenancy Confirmation Statement, form.
Manitoba:	Ending a Tenancy due to Domestic Violence, Sexual Violence, or Stalking, form.
New Brunswick:	*If the landlord asks for documentation, either one of these can be provided:* 1. An emergency intervention order. 2. Order of the court. 3. A signed Third-Party Declaration.
Newfoundland & Labrador:	Tenant's Application to Terminate–Family Violence.
Nova Scotia:	Tenants Facing Domestic Violence.
Northwest Territories:	Application to a Rental Officer.
Ontario:	Tenant's Notice to End My Tenancy Because of Fear of Sexual or Domestic Violence and Abuse.
Québec:	Terminate Your Lease in Situation of Domestic Violence or Sexual Assault.
Saskatchewan:	Interpersonal Violence and Abuse Programs.
Yukon Territory:	Domestic Violence and Residential Tenancies.

QUESTIONS TO ASK WHEN PREPARING TO LEAVE YOUR HOME

- ☐ **Have you created a Safety Plan that outlines the actions you will take to leave?** *Remember to keep the document in a safe location unknown to your abuser.*

- ☐ **Have you communicated your plans to leave your abuser with a close friend, family member, or Elder?** *Make sure this is an individual(s) you trust and will not share your location with your abuser.*
- ☐ **Have you contacted a shelter, family, friend, or hotel to set up temporary accommodation?**
- ☐ **Have you made arrangements to provide your landlord with a notice of termination for your lease?**
- ☐ **Have you changed your passwords to your financial accounts, email, and social media, etc. known to your abuser?**
- ☐ **Have you created an escape plan?** *Your escape plan should outline possible exits, times, and places to go once leaving the premises.*
- ☐ **Have you started to cut ties with your abuser?** *It is important to consider blocking your abuser's phone number, email, and social media accounts, to prevent further contact after leaving.*
- ☐ **Is your "Go Bag" packed and ready to go?** *Go Bags may include clothing, medications, jewelry, essentials, and a list of items you would like to take if you get the chance to return.*
- ☐ **Have you developed a backup plan, in the event your abuser returns home when leaving?**

- ☐ **Slowly start packing your bag, as well as a bag for your dependents.**
- ☐ **Write down important contact information.** *(In case you buy a spare phone) This should include work, school, doctor, and your lawyer's number.*
- ☐ **If you cannot pack original documents, take pictures of them. If possible, convert pictures to PDF files.**
- ☐ **Leave any valuable items you can't take with you, such as jewelry, photo albums, electronics, etc. with a trusted family member or friend(s).**
- ☐ **Make sure the credit or debit card is not a joint account with the abuser, so that it cannot be traceable.** *Do not use a joint account credit or debit card, including withdrawing, transferring a large amount of cash, or booking a bus or train ticket.*
- ☐ **If you are leaving by car, make sure to have a full tank of gas.** *This will avoid any stops and ensure you can reach your safe destination. However, be mindful that the abuser can place GPS trackers in a car.*
- ☐ **If you are leaving by public bus or train, check the bus or train schedule, and book tickets in advance.**
- ☐ **Turn off Bluetooth, Find Your Phone, Location Tracker, and any other apps or features that can reveal your location.** *Turn it off on all electronic devices, including tablets and laptops, on yours and your dependents' devices.*
- ☐ **Is your "Go Bag" packed and ready to go?** *Go Bags may include clothing, medications, jewelry, necessities, and a list of items you would like to take if you get the chance to return.*
- ☐ **If you need to hide your "Escape Bag," consider these options:**

    1. **Drop it off with a trusted family member, neighbour, friend, or Elder.**
    2. **Hide it in your car–at the bottom tire compartment in the trunk, under the seats.**
    3. **Hiding it at your workplace, or in a gym locker.**

CHECKLIST

of items to bring when leaving your home

DOCUMENTATION:

- ☐ **Birth certificate**
- ☐ **Passports**
- ☐ **Immigration papers**
- ☐ **Health card**–*Including immunizations for dependents*
- ☐ **Restraining or court order**
- ☐ **Proof of address**–*telephone or utility bills*
- ☐ **Status card**
- ☐ **Social Insurance Number (SIN) card**
- ☐ **Driver's license**
- ☐ **Mortgage or lease agreements**–*including land you own*
- ☐ **Car registration and insurance**
- ☐ **Pets**
- ☐ **Important banking information and financial documents**
- ☐ **Important legal documents**–*marriage certificate, divorce papers, protective orders*

OTHER ITEMS

checklist

- [ ] **Spare house keys**
- [ ] **Cash**
- [ ] **Phone and phone charger**
- [ ] **Log of abuse**–*pictures, written notes, etc.*
- [ ] **Blanket and towel**
- [ ] **A change of clothing**
- [ ] **Credit or debit card**
- [ ] **Spare sim card and phone**
- [ ] **Bottled water and snacks**
- [ ] **Public transportation pass**–*(if applicable)*
- [ ] **Pictures and keepsakes**
- [ ] **Glasses, contact lenses**–*(if applicable)*
- [ ] **Medication and prescriptions**–*(if applicable)*
- [ ] **Period care**–*sanitary napkins, tampons, tissues, etc.*
- [ ] **Clothes**–*sweaters, socks, undergarment, pants, shoes, etc.*
- [ ] **Toiletries**–*toothbrush, toothpaste, hairbrush, shower gel, shampoo, deodorant, etc.*
- [ ] **Pet supplies**–*pet food, leashes, and vet records*

CHECKLIST OF ITEMS

to bring for children and/or dependents

DOCUMENTATION:

- ☐ **Birth certificate**
- ☐ **Passports**
- ☐ **Restraining or court order**
- ☐ **Health card**–*Including immunizations for dependents*
- ☐ **Proof of primary caregiver documents**
- ☐ **Status card**
- ☐ **Immigration papers**
- ☐ **Custody orders**
- ☐ **Proof of address**–*telephone or utility bills*

OTHER ITEMS

checklist

- ☐ **Medications and prescriptions**
- ☐ **Baby care**–*diapers, wet wipes, baby formula, bottles, food, pacifier, etc.*
- ☐ **Bottled water and snacks**
- ☐ **Clothes**–*sweaters, socks, undergarment, pants, shoes, etc.*
- ☐ **Toiletries**–*toothbrush, toothpaste, hairbrush, soap, shampoo, face cloth, etc.*
- ☐ **Blanket and towel**
- ☐ **School reports**
- ☐ **Toys**–*for each child*

CHECKLIST

SAFE PASSAGE

NATIVE WOMEN'S ASSOCIATION OF CANADA

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