

4. If you take any vacation leave en route to the mission (departure Ottawa/arrival mission) deduct these days from the total number of days shown in (3).
5. Calculate the refund by multiplying the daily rental rate by the number of days shown by (3) and (4).
6. Enter the calculations on the travel expense claim form, together with the receipt for cost of any penalty payment made to the landlord by breaking the lease.

SAMPLE LETTER TO LANDLORD

OTTAWA, Ontario

Dear Sir/Madam:

Please be informed that I have been posted by my employer, the Department of Foreign Affairs and International Trade Canada, and propose to vacate my apartment at _____ on _____.

May I be informed, in writing, that this notice is acceptable to your firm, and if not, may I be informed of any penalty charges I may be obliged to pay to secure release from all financial obligations as they pertain to this lease.

Your records will reveal that I have made payment of one month's rent in advance and this payment together with that for the month of _____ and the month of _____, I arrive at a total amount which is in agreement with the clauses stipulated in the lease.

Yours sincerely,

3.5 Disposal of A Principal Residence in Canada — FSD 16

If you plan to purchase or sell a principal residence within the Ottawa/Hull region, you should refer to FSD 16, in particular to FSD 16.05 and to FSD 16.08 regarding occupancy, to determine the extent to which you may seek reimbursement for real estate and legal fees, as well as other costs related to the sale or purchase of a residence.

It should be noted that foreign assignment employees are covered by sections 16.02, 16.03 and 16.04 inclusive as well as sections 16.19 and 16.20 while career foreign service employees are covered by sections 16.05 to 16.20 inclusive.

You should familiarize yourself with these sections in order to determine the reimbursement to which you are entitled.

1. Accountable Advance

You may receive an accountable advance from SBM (Geographic Service Section) to cover anticipated costs. Your request should be supported by the following documents and you should indicate the anticipated date of the transaction:

- Photocopies of the Agreement of Purchase and Sale, as well as the Multiple Listing Service Agreement.
- A letter from the lawyer containing an estimate of the fees and expenses payable on closing.