



Read the Instructions carefully before completing the Form. Print or Type in Uppercase.

Part 1: General Information

Applicant Information

Landlord Tenant Male Female Company

First Name

Grid for first name

Last Name (if there is more than 1 applicant, complete a Schedule of Parties form and file it with this application)

Grid for last name

Street Address

Grid for street address

Unit/Apt./Suite Municipality (city, town, etc.) Province Postal Code

Grid for unit, municipality, province, and postal code

Day Phone Number Evening Phone Number Fax Number

Grid for phone and fax numbers

E-mail Address

Grid for e-mail address

Rental Unit, Building or Complex Covered by this Application

Street Number Street Name

Grid for street number and name

Street Type (e.g. Street, Avenue, Road) Direction (e.g. East) Unit/Apt./Suite

Grid for street type, direction, and unit

Municipality (city, town, etc.) Province Postal Code

Grid for municipality, province, and postal code

What is the total number of rental units in the complex?

Grid for total units

How many rental units are covered by the application?

Grid for units covered

Other Parties to the Application

Landlord Tenant Male Female Company

First Name

Grid for first name

Last Name

Grid for last name

Street Address

Grid for street address

Unit/Apt./Suite Municipality (city, town, etc.) Province Postal Code

Grid for unit, municipality, province, and postal code

Day Phone Number Evening Phone Number Fax Number

Grid for phone and fax numbers

E-mail Address

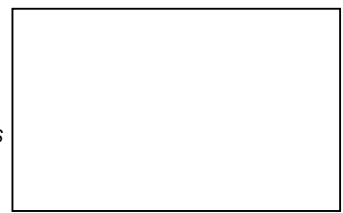
Grid for e-mail address

If there is more than one other party, complete a Schedule of Parties form with their names and addresses (including the unit numbers) and file it with the application.

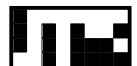
Related Applications

List the file numbers of any other applications to the Board that relate to the same rental unit.

The Landlord and Tenant Board collects the personal information requested on this form under section 185 of the Residential Tenancies Act, 2006. This information will be used to determine applications under this Act. After an application is filed, all information may become available to the public. Any questions about this collection may be directed to a Customer Service Representative at 416-645-8080 or toll-free at 1-888-332-3234.



For Office use only : File Number: [Grid]




**Important
Information**

1. Once the landlord or tenant files this application with the Board, the Board will give them a Notice of Hearing. The applicant must give the other parties a copy of the application and the Notice of Hearing at least 10 calendar days before the hearing.

Once the applicant has given the other parties copies of the application and Notice of Hearing, the applicant must file a Certificate of Service with the Board showing how and when the applicant gave the documents to the other parties, within five days of when they served these documents.

2. It is an offence under the *Residential Tenancies Act* to file false or misleading information with the Landlord and Tenant Board.
3. The Board has Rules of Practice that set out rules related to the application process, and Interpretation Guidelines that explain how the Board might decide specific issues that may arise in an application. You can purchase a copy of the Rules and Guidelines from your local Board office or view them online at **www.LTB.gov.on.ca**.
4. For further information you may contact the Landlord and Tenant Board at **416-645-8080**, or toll-free at **1-888-332-3234**. Or, you may visit the Board's website at **www.LTB.gov.on.ca**.

