

Part 2: Reasons for Your Application

Why do you think the work order should be reviewed?

Attach additional sheets if necessary

You must attach a copy of the work order to the application.

Part 3: Signature

Landlord's/Agent's Signature Landlord Agent

Date
[][] / [][] / [][][][]
dd mm yyyy

If you are an agent or an officer of a corporation, you must provide the following information:

First Name

Last Name

Company Name (if applicable)

Mailing Address

Unit/Apt./Suite

Municipality (city, town, etc.)

Province

Postal Code

Phone Number

([][][]) [][][] [][][]

Fax Number

([][][]) [][][] [][][]

E-mail Address

**Important
Information**

1. The landlord must make this application no later than 20 calendar days after the day the work order was issued.
2. Once the landlord files this application with the Board, the Board will give the landlord a Notice of Hearing. The landlord must give the tenant(s) a copy of the application and the Notice of Hearing at least 10 calendar days before the hearing.

Once the landlord has given the tenant(s) copies of the application and Notice of Hearing, the landlord must file a Certificate of Service with the Board showing how and when the landlord gave the documents to the tenant(s), within five days of when they served these documents.

3. It is an offence under the *Residential Tenancies Act* to file false or misleading information with the Landlord and Tenant Board.
4. 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.
5. 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.

