

**Part 1: General Information**

**Requester's Information**

Landlord    Tenant    Other Party

First Name

Last Name

Street Address

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

Day Phone Number   Evening Phone Number   Fax Number  
 (  )    (  )    (  )

**Unit, Building or Complex Covered by this Request**

Street Number   Street Name  
  

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

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

**Other Parties to the Request**

Landlord    Tenant    Other Party

First Name

Last Name

Mailing Address (if different from rental unit address above)

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

Day Phone Number   Evening Phone Number   Fax Number  
 (  )    (  )    (  )

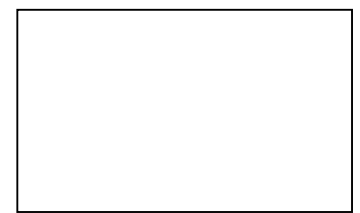
If there is more than one other party, complete a Schedule of Parties form with their names and addresses (including the unit numbers) and file it with the request.

I am requesting that the Board review the order  -  -

issued on  /  /  , because it contains a serious error.  
                   dd           mm           yyyy

(You must pay a \$50 fee to make this request.)

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.



**Part 2: Reasons for Your Request**

Explain in detail what serious error you believe is contained in the order, and how you believe the order should be changed. **If you do not convince the Board that there may be a serious error in the order, your request may be dismissed without holding a hearing.**

Attach additional sheets if necessary

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**Request for a Stay**

- I am requesting that the Board stay the order I want reviewed.** An order that is stayed cannot be enforced.

Explain why the order should be stayed:

Attach additional sheets if necessary

**Where the Order is under Appeal**

- An appeal has been filed with the Divisional Court on the order I want reviewed. An order that is appealed is automatically stayed. **The Board cannot consider your review request unless it first decides to lift the stay.**

Explain why the Board should lift the stay resulting from the appeal:

Attach additional sheets if necessary



Part 3: Signature

Signature

Landlord  Tenant  Agent  Other Party

First Name

[Grid of 26 boxes for first name]

Last Name

[Grid of 26 boxes for last name]

Phone Number

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

Signature

Date (dd/mm/yyyy)

Agent Information (if applicable)

Name		Company Name (if applicable)	
Mailing Address			Phone Number
Municipality (city, town, etc.)	Province	Postal Code	Fax Number

Important Information

1. You must make a request to review an order within 30 days of the date the order was issued. If you are late, you must also ask for an extension of time in writing.
2. A party may file only one request to review an order. If the same party files another request for review, it may be denied and the filing fee will not be refunded. Similarly, if a party files a request to review an order, they cannot file a request to review the decision or order that results from their initial request.
3. A member will review your request. If the member believes that there is a possibility that a serious error may exist, a hearing will be scheduled. If a hearing is scheduled, the Board will mail a copy of the review request and the Notice of Hearing to all parties.
4. It is an offence under the *Residential Tenancies Act* to file false or misleading information with the Landlord and Tenant Board.
5. 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** for further information.



