

Application to Terminate a Tenancy and Evict a Tenant

Form L2 Instructions

Use this form to apply to the Board to terminate the tenancy and evict the tenant because:

- you gave the tenant a notice of termination for any reason except non-payment of rent, or
- the tenant has abandoned the rental unit, or
- the tenant's employment as superintendent has ended.

You can also use this form to apply to the Board for an order requiring the tenant to pay you:

- compensation for each day they remain in the rental unit after the termination date in a notice of termination without paying,
- compensation for damage the tenant, their guest or another occupant of the rental unit caused to the rental unit or to the residential complex,
- the additional amount the tenant would have been required to pay had the tenant not misrepresented their income or that of their family in a Rent-Geared-to-Income rental unit.

You can obtain this form at the Landlord and Tenant Board Office in your area or from the Board's website at www.LTB.gov.on.ca.

A. How to apply...

Use this form if you are applying to terminate the tenancy because:

- you have given the tenant a notice of termination for any reason except non-payment of rent (if you are applying to terminate the tenancy because the tenant owes rent, you must use Form L1 instead)
- the tenant has abandoned the rental unit, or
- the tenant's employment as superintendent has ended.

You can also use this form to apply to the Board for an order requiring the tenant to pay you:

- compensation for each day they remain in the rental unit after the termination date in a notice of termination without paying,
- compensation for damage the tenant, their guest or another occupant caused to the rental unit or the residential complex,
- the additional amount the tenant would have been required to pay had the tenant not misrepresented their income or that of their family in a Rent-Geared-to-Income rental unit.

Step 1: Complete the form

Read the instructions carefully before completing the form.

Note: If you are applying to terminate the tenancy because you intend to convert the rental unit to a non residential use, demolish it, or because you require vacant possession to do extensive repairs or renovations, you must also complete Schedule A - Information about Termination for Demolition, Conversion or Repairs

Schedule A is at the end of the application after the Important Information and before the Payment and Scheduling Information Form. Instructions for completing it are after the instructions for signing the form.

Step 2: Complete the L2 Payment and Scheduling Information Form

You must fill out the Payment and Scheduling Information Form which is attached behind the last page of the application form. Instructions for completing it are found at the end of these instructions.

Step 3: File the application and the Payment and Scheduling Information Form with the Landlord and Tenant Board

Filing your application and paying the fee

You can:

1. Bring the application to the nearest Board office.

If you file your application in person, you can pay by cash, certified cheque, money order, Visa, American Express or MasterCard. You can also pay by debit card at most locations.

2. Fax your application to the Board Regional Office in your area.

If you fax your application, you must pay by Visa, American Express or MasterCard.

3. Mail your application to the Board Regional Office in your area. If you mail your application, you must pay by certified cheque, money order, Visa, American Express or MasterCard.

Certified cheques and money orders must be made payable to the Minister of Finance.

Important:

Make sure you have provided the necessary information about how you will pay the fee on the Payment and Scheduling Information Form. Your application will not be accepted if you do not pay the application fee at the time you file your application.

If you owe money to the Board as a result of failing to pay a fee, or any fine or costs set out in an order, your application may be refused or discontinued.

It is the applicant's responsibility to ensure that their application is correct and complete. Staff of the Landlord and Tenant Board will check applications for completeness; however, the Board Member who will make a decision on the application will ultimately determine whether or not it meets the requirements of the legislation. Where it does not, the application may be dismissed.

Scheduling the Hearing

Once you have filed the application and paid the application fee, the Board will schedule a hearing and give you a Notice of Hearing. If you apply in person, the Board will normally schedule the hearing while you wait.

Generally, the Board will schedule an oral hearing. An oral hearing is a meeting between the landlord and the tenant before an adjudicator. However, in some circumstances the Board may decide it is appropriate to have a written, telephone or video conference hearing instead.

When the Board gives you a copy of the Notice of Hearing, the Board will also give you:

- a copy of the application to keep for yourself,
- a blank Certificate of Service form (see Step 5),
- a copy of the application and the Notice of Hearing for the tenant(s), and instructions for giving the application and the Notice of Hearing to the tenant(s).

This is called the application package.

Step 4: Give a copy of the application and the Notice of Hearing to the tenant

In most cases, you must give the tenant a copy of the application and a copy of the Notice of Hearing at least **ten** days before the hearing. However, if you are applying to terminate the tenancy and evict the tenant for any of the following reasons, you must give the tenant these documents at least **five** days before the hearing:

- you gave the tenant a Form N6 Notice to Terminate a Tenancy Early – Illegal Act or Misrepresentation of Income, based on an illegal act involving the production, trafficking or possession for the purpose of trafficking of an illegal drug,
- you gave the tenant a Form N7 10 day Notice to Terminate a Tenancy Early
- you are terminating the tenancy of a superintendent whose employment has ended.

There are many ways you can give the tenant these documents; you can:

- hand the copies directly to the tenant (or to an adult in the tenant's rental unit),
- leave the copies in the tenant's mailbox or where mail is ordinarily delivered,
- place the copies under the door of the rental unit or through a mail slot in the door,
- send the copies by fax to a fax machine where the tenant carries on business or to a fax machine in their residence,
- send the copies by courier (if you courier them, you must allow one business day for delivery),
- send the copies by mail (if you mail them, you must allow five days for delivery),

- if the tenant has a lawyer or an agent, you can give the tenant's lawyer or agent the copies by mail, hand delivery, courier or fax.

Keep a copy of the application and the Notice of Hearing for yourself.

Step 5: File a Certificate of Service with the Board:

You must file a Certificate of Service with the Board showing when and how you gave a copy of the application and the Notice of Hearing to the tenant. You must file the certificate no later than five days after you give the tenant a copy of the application and the Notice of Hearing. The Certificate of Service form is included in the application package the Board will give you.

Step 6: The Board will process the application, hold a hearing and issue a written decision called an order

You should come to the hearing prepared to support your application. If there are any documents or other information that you will be relying on, you should bring them to the hearing. For example, if you are claiming that the tenant damaged the rental unit, you should bring copies of any estimates you obtained of the costs to repair the damage or replace damaged items. You should make extra copies for the Board and the tenant(s). You should also bring any witnesses you may need to prove your claim. For example, if there are witnesses who saw the tenant damaging the rental unit or the complex, you should bring them to the hearing. If you need to summon a witness, you can obtain a "Request for the Board to Issue a Summons" form from the Board.

B. How to complete this form...

The information you fill in on the form will be read electronically, therefore it is very important that you follow these instructions carefully. **Print in capital letters and do not touch the edges of the boxes.** If there are more boxes in a line than you need, leave the extra boxes blank. Do not fill in boxes that do not apply to you (for example, if you do not have a fax number, do not fill in boxes in the space marked "Fax Number"). If the instructions tell you to shade a box (for example, boxes marked "Yes" or "No"), shade the box completely. See the following example:

Landlord's Name and Address (if there is more than 1 landlord, complete a Schedule of Parties form and file it with this application)

First Name Male Female Company

JONATHAN

Last Name
GREENFIELD

Street Address
2995 MCKENZIE CRESCENT

Unit/Apt./Suite: 2A Municipality (city, town, etc.): SCARBOROUGH Province: ON Postal Code: M5C 2E5

Day Phone Number: (416) 555 2306 Evening Phone Number: () Fax Number: ()

E-mail Address
J.GREENFIELD@ABC.COM

Rental Unit Covered by this Application

Street Number: 265 Street Name: WITHROW

Street Type (e.g. Street, Avenue, Road): BOULEVARD Direction (e.g. East): WEST Unit/Apt./Suite: 21

Municipality (city, town, etc.): SCARBOROUGH Province: ON Postal Code: M5N 2R7

Part 1: General Information

Landlord's Name and Address

Fill in your name and mailing address, and shade the correct box to show whether you are male or female. If the landlord is a company, shade the box marked company and fill in the name of the company under "First Name". Include both daytime and evening telephone numbers and a fax number and e-mail address, if you have them. If there is more than one landlord, first complete Part 1 with information about one of the landlords, then provide the names, addresses and telephone numbers of the additional landlords on the "Schedule of Parties" form which is available from the Board.

Rental Unit Covered by this Application

Fill in the address and unit number of the rental unit covered by this application. If the name of the street is, for example, "Chestnut Road", you would fill in "Chestnut" under "Street Name" and "Road" under "Street Type".

If the street name includes a direction (such as "Chestnut Road **North**"), you would fill in "North" under "Direction". Where applicable, use the following abbreviated directions: "NW" for Northwest, "NE" for Northeast, "SW" for Southwest or "SE" for Southeast. Northwest, "NE" for Northeast, "SW" for Southwest or "SE" for Southeast.

Tenant's Name and Address

Fill in the tenant's name. If two tenants live in the rental unit, fill in both their names. If more than two tenants live in the rental unit, first complete Part 1 of the application form and then provide the names, addresses and telephone numbers of any additional tenants on the "Schedule of Parties" form which is available from the Board.

Fill in the tenant's mailing address if it is different than the address of the rental unit. If the tenant's address is the same as the address of the rental unit, leave the section for the tenant's address blank. Provide the tenant's daytime and evening telephone numbers and a fax number and e-mail address, if you know them.

Related Applications

If there are any other applications to the Board that relate to the same rental unit, fill in the file numbers of those applications.

Part 2: Reasons for Your Application

There are several different reasons for making this application. You should read these instructions carefully before completing the form. Shade only the boxes that are relevant to your situation. Choosing reasons that do not apply may result in delays in processing your application.

A. Termination of Tenancy

You can use this form to apply to terminate the tenancy and evict the tenant for the reasons listed below. Shade the reason that applies to your situation.

1. You gave the tenant a notice of termination for any reason other than non-payment of rent (see below for further instructions).
2. The tenant has abandoned the rental unit.

If you are applying because you believe the tenant abandoned the rental unit, explain why in the space provided.

The Board will not consider the rental unit to be abandoned if the tenant is not in arrears of rent.

3. The tenant's employment as superintendent has ended.

If you are applying because the tenant's employment as superintendent has ended, fill in the date the tenant's employment ended.

Unless the landlord and the superintendent agree otherwise, the superintendent's tenancy ends on the day their employment ends. The superintendent has one week from that date to move out of the rental unit. You cannot charge the superintendent rent for that period. If the -superintendent does not move out by the end of the seventh day, you can make this application.

Applying after giving the tenant a notice of termination

You can use this form to apply to terminate the tenancy and evict the tenant after giving the tenant any of the following notices of termination. Shade in the appropriate box to indicate which type of notice you gave the tenant. Fill in the termination date set out on the notice you gave the tenant.

- Notice to Terminate a Tenancy Early (Form N5)
- Notice to Terminate a Tenancy Early - Illegal Act or Misrepresentation of Income (Form N6)
- 10-day Notice to Terminate a Tenancy Early (Form N7)
- Notice to Terminate a Tenancy at the End of the Term (Form N8)
- Notice to Terminate a Tenancy at the End of the Term for Landlord or Purchaser's Own Use (Form N12)
- Notice to Terminate a Tenancy at the End of the Term for Conversion, Demolition or Repairs (Form N13)

You must complete Schedule A - Information about Termination for Demolition, Conversion or Repairs if you gave the tenant a Form N13 Notice to Terminate the Tenancy at the End of the Term for Conversion, Demolition or Repairs. Instructions for completing Schedule A are after the instructions for signing the form.

Is the application based on a first or second Form N5 Notice to Terminate a Tenancy Early?

If you are applying based on a Notice to Terminate a Tenancy Early (Form N5), indicate whether this is the tenant's first or second N5 notice within the last six months, by shading the appropriate box on the application form.

If this is the tenant's first N5 notice, the tenant can void the notice by correcting the problem(s) set out on the form within seven days of receiving the notice. Indicate whether the tenant corrected the problem within seven days of receiving the notice, by shading the appropriate box on the application form. If the tenant voided the notice, you cannot apply to terminate the tenancy for this reason.

If this is the tenant's first N5 notice and the tenant did **not** correct the problem within seven days, you can apply to terminate the tenancy. You should come to the hearing prepared to support your claim that the notice is **not** void. For example, if you served the notice of termination because the tenant seriously interfered with the reasonable enjoyment of other tenants in the complex, you should be prepared to provide evidence that the tenant did not correct the problem within the seven days following the date you gave the notice to the tenant.

You cannot apply if:

- More than 30 days have passed since the termination date set out in the notice.

If more than 30 days have passed, the notice of termination is void and your application will be dismissed.

- This is the tenant's first N5 Notice to Terminate a Tenancy Early in the last six months and the tenant did what was required to void the notice.

Documents you must attach to the application

Depending on the reason you gave the tenant a notice of termination, there are documents you must attach to your application. If you don't attach the required documents, your application may be dismissed. In all cases, you must attach a copy of the notice of termination and a Certificate of Service showing how and when you gave the notice to the tenant. The notice of termination and the Certificate of Service forms are available from the Board.

If you gave the tenant a notice of termination for any of the following reasons, you must also attach the document(s) set out below.

a) Form N12 Notice to Terminate a Tenancy at the End of the Term for Landlord's or Purchaser's Own Use

If you, a member of your immediate family, the purchaser of the rental unit, a member of the purchaser's immediate family, or a person who provides or will provide care services to you or one of the people listed above wants to move into the rental unit, attach an affidavit signed by the person who wants to move in. In the affidavit the person who intends to move in must say that he or she, in good faith, requires the rental unit for his or her own use. This person must swear or affirm that the information in the affidavit is true before a Notary Public or a Commissioner of Oaths. The Board has staff in many of its offices who can commission the oath. The affidavit form is available from the Board.

The landlord or purchaser's immediate family includes the landlord or purchaser's child or parent, the landlord or purchaser's spouse or the spouse's child or parent.

b) Second notice to terminate a tenancy early

If you are applying because you have given the tenant a second notice to terminate a tenancy early (either on a Form N5 or a Form N6) within the last six months and the first notice of termination was a Form N5 notice which the tenant voided by correcting the problem in the notice, you must attach:

- a copy of the first notice that you gave the tenant, and
- a Certificate of Service showing how and when you gave a copy of the first notice of termination to the tenant.

c) Form N6 Notice to Terminate a Tenancy Early Illegal Act or Misrepresentation of Income

If you are applying because the tenant or the tenant's guest has committed an illegal act or is carrying on an illegal business at the residential complex, you should attach an affidavit to your application setting out in detail the nature of the act or business. When completing the affidavit, you must swear or affirm that the information in the affidavit is true before a Notary Public or a Commissioner of Oaths. The Board has staff in many of its offices who can commission your oath. The affidavit form is available from the Board.

B. Compensation for Overholding Tenant

A tenant is overholding when they remain in the rental unit after the termination date in a notice of termination without paying any rent.

Shade this box if you are applying after giving the tenant a notice of termination and you want the tenant to pay you compensation for each day they remain in the rental unit after the termination date. You can also shade this box if the tenant gave you a notice of termination or if you and the tenant agreed to terminate the tenancy and you want the tenant to pay compensation for each day they remain after the termination date.

Fill in the current rent you are charging the tenant. The Board will calculate the daily compensation amount based on the amount of rent charged.

Information about the rent deposit: If you are applying for compensation for an overholding tenant, the Board will subtract any rent deposit and interest you owe the tenant from the amount of compensation owing. If you collected a last month's rent deposit, answer the questions on the form. If you have not collected a rent deposit, write "0" in the space that asks for the amount of the last month's rent deposit.

Example:

When Jean Jasper moved in on January 1, 2006, Stan Petrie collected a \$750.00 deposit for the last month's rent. On January 1, 2007, he paid interest on this deposit for the period from January 1, 2006 to December 31, 2006. The current rent charged is still \$750 per month. Stan has not paid any interest for 2007 yet. Stan would complete this part of the form as follows:

Current rent charged to the tenant: \$,

The amount of the rent currently on deposit: \$,

The date the rent deposit was collected: / /
dd mm yyyy

The last period for which interest on the rent deposit was paid: / / to / /
dd mm yyyy

NSF Cheque Charges and Related Administration Charges:

If the tenant made a payment by cheque which was returned to you due to non-sufficient funds (NSF), and the tenant has not reimbursed you for the charges related to the NSF cheque, you may include these amounts with your claim for compensation. Complete the table to show how you calculated the amount the tenant owes you. For each NSF cheque issued to you by the tenant, fill in the amount and date of the cheque, the date the NSF charge was incurred, the amount of the bank charge for the NSF and the amount of any related landlord's administration charges.

The "Bank Charge for NSF cheque" is the actual amount the financial institution charged you. "Landlord's Administration Charges" is not defined in the *Residential Tenancies Act* (RTA) or regulations, but may include your personal or corporate costs related to the handling of NSF rent cheques. For example, when a cheque "bounces", you may have to do additional accounting, notify the tenant of the NSF cheque, make another request for payment and possibly receive another payment. The maximum administration charge for an NSF cheque allowed by the RTA is \$20 per cheque.

Example:

Stan Petri, the landlord, served Jean Jasper, the tenant, with a Form N8 Notice to Terminate a Tenancy at the End of the Term for persistent late payment of Rent on October 15th. On October 31st, Jean gave Stan a cheque for \$750, dated November 1st for November's rent, but the cheque was returned NSF. As a result, the bank charged Stan an NSF fee of \$5; the fee appeared on his bank statement on November 20th. Stan also had costs related to the handling of the NSF cheque. Jean paid Stan the rent for November but did not pay the charges related to the NSF cheque. Stan applied to terminate the tenancy and for compensation for an overholding tenant. In his claim for compensation, Stan wanted to include the NSF fee and a related administration charge of \$20.00.

Stan filled out the table below to show how he calculated the amount for charges related to

the NSF cheque:

Cheque Amount \$	Date of Cheque DD/MM/YYYY	Date NSF Charge Incurred DD/MM/YYYY	Bank Charge for NSF Cheque \$	Landlord's Administration Charge \$	Total Charge \$
750.00	01 / 11 / 2007	20 / 11 / 2007	5.00	20.00	25.00
□□□□.□□	□□ / □□ / □□□□	□□ / □□ / □□□□	□□.□□	□□.□□	□□□□.□□
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Total NSF Related Charges Owing					\$□, 25.00

C. Payment of Money

You can apply to have the tenant pay you for either of the reasons included on the form whether or not you are also applying to terminate the tenancy and evict the tenant. However, you cannot apply for these reasons if the tenancy has been terminated and the tenant has moved out of the rental unit. Shade either the “Yes” or “No” box to indicate whether the tenant is still in possession of the rental unit (in other words, they are still living there).

The most the Board can order based on your claims is \$10,000. Once the Board issues the order, you no longer have any claim to amounts greater than \$10,000.

Damage: If you want the tenant to pay you because the tenant, their guest or another occupant of the rental unit damaged the rental unit or the residential complex, shade the appropriate box on the form. Indicate the total amount you want the tenant to pay. Describe the damage that requires repair or the damaged items that require replacement. Include the cost for each repair or the cost to replace each damaged item. If the repairs or replacements have not been done yet, include the estimated cost for each repair or to replace each damaged item. You should also attach estimates of repair costs or costs to replace damaged items.

Information about the rent deposit: If you are applying for payment of money because the tenant their guest or another occupant of the rental unit damaged the rental unit or the residential complex and you are also applying to terminate the tenancy, the Board will subtract any rent deposit and interest you owe the tenant from the amount of money owing. If you did not provide information about the rent deposit in Part B – Compensation for Overholding Tenant, you must provide the information in this part. If you collected a last month’s rent deposit, answer the questions on the form. If you have not collected a rent deposit, write “0” in the space that asks for the amount of the last month’s rent deposit. There is an example of how to fill in the information about the rent deposit on page 10 of these instructions.

Misrepresentation of income: If the tenant owes you money because the tenant lives in a Rent-

Geared-to-Income housing unit and has misrepresented their income or the income of another family member living in the unit, shade the appropriate box on the form. Also indicate the amount the tenant owes you. This amount must be based on the difference between the amount of rent the tenant paid and the amount the tenant should have paid based on their actual income.

Signature Sign your name and include the date you are signing this form.

If you are the landlord or an officer signing for a corporation, shade the box marked "Landlord". If you are an agent, shade the box marked "Agent".

Print your name below your signature.

If you are an agent or an officer signing for a corporation, also include your name, company name (if applicable), mailing address, telephone and fax number and e-mail address.

If an agent signs the form, the agent must have written authorization from the landlord. The agent should bring the authorization to the hearing.

C. How to fill out Schedule A...

You must complete Schedule A if you are applying to terminate the tenancy and evict the tenant and you gave the tenant a Form N13 Notice to Terminate the Tenancy at the End of the Term because you intend to convert the rental unit to another use, demolish it or do extensive repairs or renovations that require the rental unit to be vacant.

A. Permits

If you intend to convert a rental unit to a non-residential use, demolish it, or do repairs or renovations extensive enough to require the rental unit to be vacant, you will likely be required to obtain a building permit or some other form of authority (normally from the municipality) before doing the work. The Board will not issue an order terminating the tenancy and evicting the tenant if it was possible to obtain the permits or other authority required and you haven't obtained them. If it is not possible to obtain the permits or other authority until the unit is vacant, the Board will not issue an order terminating the tenancy and evicting the tenant unless you have taken all reasonable steps to obtain the permits or other authority. If you are not sure what permits or other authorities are required to do the work, you should contact your municipality.

Shade the appropriate box to indicate whether or not you have obtained the building permits or

other authority necessary to do the work.

If you shaded “No” it is important that you obtain the permits or other authority by the date of the hearing, and that you bring them to the hearing. If it is not possible to obtain the permits or other authority until the unit is vacant, it is important that you be able to show at the hearing that you have taken all reasonable steps to obtain the permits or other authority. If you do not bring the permits or other authority to the hearing, or cannot show you took all reasonable steps to obtain them, the Board may dismiss your application.

B. Compensation

In most cases, if the rental unit is located in a residential complex that contains at least five residential units, you will have to pay the tenant compensation for requiring the tenant to move out or offer the tenant another rental unit acceptable to the tenant. The Board will not issue an order terminating the tenancy and evicting the tenant if you haven't paid the tenant the required compensation or offered the tenant another acceptable rental unit.

Unless one of the two exceptions set out on Schedule A applies, you are required to compensate the tenant as follows:

- If you are applying to terminate the tenancy because you intend to **convert or demolish** the rental unit or complex, you must give the tenant an amount equal to three months' rent or you must offer the tenant another rental unit that is acceptable to the tenant.
- If you are applying to terminate the tenancy because you intend to **repair or renovate the rental unit and the tenant does not give written notice that they will be moving back** into the rental unit once the repairs or renovations are complete, you must give the tenant an amount equal to three months' rent or offer the tenant another rental unit that is acceptable to the tenant .
- If you are applying to terminate the tenancy because you intend to **repair or renovate the rental unit and the tenant has given written notice that they will be moving back** into the rental unit once the repairs or renovations are complete, you must give the tenant an amount equal to three months' rent or an amount equal to the rent for the period of time the rental unit will be under repair or renovation, whichever is less.
- If you are applying to terminate the tenancy because you intend to **convert, demolish, repair or renovate a site on which a tenant-owned mobile home or land lease community home is located**, you must give the tenant an amount equal to one year's rent, or \$3,000, whichever is less.

If you have paid the tenant compensation, shade the box on the form and indicate the amount you paid.

If you have offered the tenant another rental unit and the tenant has accepted it, shade the box on

the form.

Note: If the tenant lives in a care home, you must make reasonable efforts to find alternative accommodation for the tenant that meets their care needs. If you have made reasonable efforts but have not found appropriate accommodation, or if the tenant does not accept the accommodation you found, you will have to pay the tenant compensation as set out above.

If you haven't already paid the tenant compensation or offered the tenant another rental unit, it is important that you do so by the date of the hearing. If you do not, the Board may dismiss your application.

Exceptions:

If one of the two exceptions set out on Schedule A applies to your situation, you do not have to compensate the tenant or offer the tenant another rental unit. If one of these exceptions applies, shade the appropriate box on the form.

D. How to fill out the Payment and Scheduling Information Form

You must complete the Payment and Scheduling Information Form.

Part 1: Application Fee

How are you paying the application fee?

On the Payment and Scheduling Information Form, shade the correct box to show whether you are paying by cash, debit card, certified cheque, money order, Visa, American Express or MasterCard (you cannot pay by cash or debit card if you are filing your application by fax or mail). If you are paying by Visa, American Express or MasterCard, include the cardholder's name and signature, the card number and expiry date. The information you fill in on this part of the form is confidential. It will be used to process your application, but will not be placed on the application file.

Important:

Your application will not be accepted if you do not pay the application fee at the time you file your application.

If you owe money to the Board as a result of failing to pay a fee, or any fine or costs set out in an order, your application may be refused or discontinued.

Part 2: Information Required to Schedule the Hearing

How do you want the Board to give you the application package?

If you file your application in person at a Board office, in most cases the Board will be able to schedule a hearing and prepare the application package while you wait. However, if you mail or fax your application, you must tell the Board whether you would like to pick up the application package at a Board or ServiceOntario office, or have it mailed to you or faxed to you. Shade the correct box to show how you want to receive the application package.

If you want to pick up the application package at a Board or ServiceOntario office, also indicate what day and at what office you would like to pick it up. If you are mailing your application to the Board, the earliest day you can ask to pick up the package is six days after you mail it. If you are faxing your application, the earliest day you can ask to pick up the package is the day after you fax it. Call the Board before picking up the package to make sure it is ready.

When will you give the application package to the tenant?

On the Payment and Scheduling Information Form, shade the correct box to indicate whether you will give the tenant the application package (the tenant's copy of the Notice of Hearing and the application) on the date you receive it from the Board or whether you will give the tenant the package on a different date. If you intend to give the application package to the tenant on a different date, fill in the date in the space provided. The Board must know this date in order to schedule the hearing.

How will you give the application package to the tenant?

The Board also needs to know how you plan to give the application package to the tenant. Shade the correct box to indicate whether you will be mailing the package, sending it by courier or giving it some other way.

Part 3: Interpretation Services Required

Indicate whether you require interpretation services

If you require French language services, shade the box for French language services. The Board will only provide French language services if you live in an area of the Province designated for French language services or if the rental unit or complex that is covered by the application is in an area designated for French language services. If you are not sure if you live in a designated area, you can contact the Board for more information.

If you require sign language services, shade the box for Sign language services. The Board will arrange for an interpreter to attend the hearing.

If you need more information...

The Board has Rules of Practice that set out procedural rules which may affect the outcome of your application. In addition, the Board has Interpretation Guidelines which explain how the Board might decide specific issues that could arise in your application. You can purchase a copy of the Rules and Guidelines from the Landlord and Tenant Board office in your area or view them online at the Board's website www.LTB.gov.on.ca.

If you need more information or have any questions, call the Landlord and Tenant Board at 416-645-8080 or toll free at 1-888-332-3234. You can also check the status of your application by visiting the Board's website at www.LTB.gov.on.ca.