

Request for Hearing Recording

Although the *Residential Tenancies Act, 2006* does not require it, proceedings before the Landlord and Tenant Board are usually recorded. If requested, the Board will do a search for a hearing recording and will provide a copy of it for a fee. No guarantee of the existence or quality of the recording can be provided.

A request for a hearing recording should be made within one year of the hearing date, because the Board's Rules of Practice allow the recording to be erased after one year.

This request for a hearing recording **must** be accompanied by a \$15.00 fee per disk/tape that is requested.

Requester's Information: Landlord Tenant Agent Other

Name:
Address:
Phone Number:

Hearing Information:

File Number:	
Hearing Date(s):	Hearing Location:

Hearing Recording Fee:

Number of disks/tapes required:

Indicate how you will be paying the fee:

Cash Debit Card Money Order Certified Cheque
(Certified cheques or money orders must be made payable to the "Minister of Finance".)

Credit Card: Visa Master Card American Express

Credit Card Number:	Expiry Date:
Cardholder's Name:	Cardholder's Signature:

Indicate below how you want the Board to give you the hearing recording:

If the hearing was digitally recorded, a copy of the disk should be available within one week. If the hearing was tape recorded, the request could take several weeks to be completed.

Pick up at the Board office Mail to address indicated above

Requester's Signature: _____ **Date:** _____

IMPORTANT INFORMATION

If you receive a copy of the hearing on CD, it is important to note that the Landlord and Tenant Board records hearings at most locations digitally using the MP3 compressed file format. The recording in this format can be played on any PC or Mac with a Pentium 133 or better processor, a sound card and the appropriate MP3 player software such as Windows Media Player, Real Player, Winamp (Winamp can be downloaded free from winamp.com) etc., or any of the newer DVD players that can play back the MP3 format.

The CD cannot be played on a regular CD player unless it is first converted to the WAV format. This can be done using the Winamp program or any software that can convert MP3 to WAV. You can also have the file converted professionally by a recording studio. (Check the Yellow Pages for your area for recording studios that can provide this service.)