



Part 1: General Information

Requester's Information

Requester type: Landlord, Tenant, Other Party

Form for Requester's Information with fields for First Name, Last Name, Street Address, Unit/Apt./Suite, Municipality, Province, Postal Code, Day Phone Number, Evening Phone Number, and Fax Number.

Unit, Building or Complex Covered by this Request

Form for Unit, Building or Complex Covered by this Request with fields for Street Number, Street Name, Street Type, Direction, Unit/Apt./Suite, Municipality, Province, and Postal Code.

Other parties to the Request

Requester type: Landlord, Tenant, Other Party

Form for Other parties to the Request with fields for First Name, Last Name, Mailing Address, Unit/Apt./Suite, Municipality, Province, Postal Code, Day Phone Number, Evening Phone Number, and 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.

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

- I am requesting that the Board amend order - -
(file number)
issued on _____ to correct a clerical error.
(dd/mm/yy)

Note: A **clerical error** includes a typing error, an error made in calculating an amount or a similar error.

Explain in detail what clerical error you believe is contained in the order, and how you believe the order should be changed. Also, if the clerical error was made in a document filed with the Board by a party, clearly identify the document that contains the clerical error. If you are not a party to the order, explain how you are affected by it.

Attach additional sheets if necessary

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

Explain why the order should be stayed:

Attach additional sheets if necessary

Part 3: Additional Information

Indicate below if you have also filed either of the following for this order:

Request for Review

Notice of Appeal to Divisional Court

Part 4: Signature

Signature

Landlord

Tenant

Agent

Other Party

First Name	
Last Name	
Signature	Phone Number
	Date

Agent Information

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

Important Information:

1. You must make a request to amend 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 Board member will consider your request. If the member believes there is a clerical error in the order, the member may issue an amended order without holding a hearing or seeking submissions. However, a member may request submissions from other parties or hold a hearing before making a decision.
3. Where an order is amended to correct a clerical error, amendments may also have to be made to other parts of the order, such as the termination date and/or any amounts owing.
4. It is an offence under the *Residential Tenancies Act* to file false or misleading information with the Landlord and Tenant Board.
5. 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.
6. For more information, you may call 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.