

LANDLORD AND TENANT BOARD MOCK HEARING

APPENDIX: LANDLORD AND TENANT BOARD FORMS



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**IN THE MATTER OF:
159 ALEXANDER STREET, UNIT 5B
BETWEEN:
JOHN SMITH AND VERA STEVENS**

- » Non-payment of rent
- » Noise complaint

For this OJEN mock hearing, there are four packages:

- » OJEN Landlord and Tenant Board Mock Hearing Scenario
- » OJEN Landlord and Tenant Board Mock Hearing Scenario Appendix: Landlord and Tenant Board Forms
- » OJEN Landlord and Tenant Board Mock Hearing Role Preparation Package
- » OJEN Landlord and Tenant Board Mock Hearing Justice Sector Volunteer Package

Youth need the **Scenario**, **Scenario Appendix** and **Role Preparation** packages.

Justice sector volunteers/teachers/organizers need all three packages.

This resource was prepared for the Ontario Justice Education Network by Eli Fellman, Barrister and Solicitor, and lawyers from Kensington Bellwoods Community Legal Services.

LANDLORD AND TENANT BOARD FORMS



Form N4 - Checklist Notice to End a Tenancy Early for Non-payment of Rent

Before you serve the attached notice to your tenant(s), make sure you can answer **YES** to each of the following questions. If not, your notice may be invalid. If you file an application to the Landlord and Tenant Board based on an invalid notice, your application may be dismissed and you will have to start over.

- Did you fill in the correct termination date?**
If your tenant pays rent by the **month** or **year**, you must give **at least 14 days** notice. If your tenant pays rent by the **day** or **week**, you must give **at least 7 days** notice.

When counting the days, do not include the date you are giving the notice to the tenant. For example, if you give the notice to the tenant by hand on March 3rd, the first day of the 14-day notice period is March 4th; in this example, the earliest termination date would be March 17th. **If you are giving the notice to the tenant by mail or courier, you have to add extra days in calculating the termination date.** Read the Instructions to this form to see how much time you have to add.

- Did you name each tenant who lives in the rental unit?**
If there is more than one tenant living in the rental unit, fill in the names of all the tenants.
- Did you fill in the complete address of the rental unit?**
Be sure that you have provided the full address - including the correct unit number and postal code.
- Did you check your math?**
Make sure you've correctly calculated the amount you believe the tenant owes. Check the calculations in the table on page 2 to be sure the Total Rent Owning is correct. Then check that this amount matches the amount you put in the box on page 1.
- Did you include only rent amounts?**
This form is only for non-payment of **rent**. Rent includes the basic rent for the rental unit, plus any amount the tenant pays you separately for services (such as parking or cable). If the tenant is paying all or a portion of a utility bill directly to the utility company or indirectly through the landlord, this is not considered rent. See the Instructions for more information.

You should **not** use this form to tell the tenant they have failed to pay amounts other than rent (such as the last month's rent deposit or an NSF cheque charge).

- Did you sign and date the notice?**

You should remove this checklist before you give the tenant the notice.

LANDLORD AND TENANT BOARD FORMS

Notice To End a Tenancy Early For Non-payment of Rent
Form N4

To: (Tenant's name) Vera Stevens	From: (Landlord's name) John Smith
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This is a legal notice that could lead to you being evicted from your home.

Address of the Rental Unit

Street Number	Street Name	
1 5 9	A L E X A N D E R	
Street Type (e.g. Street, Avenue, Road)	Direction (e.g. East)	Unit/Apt./Suite
S T R E E T		5 B
Municipality (city, town, etc.)	Province	Postal Code
A N Y T O W N	O N	A 1 A 2 B 2

This information is from your landlord:

I am giving you this notice because I believe you owe me \$ 2,000.00 **in rent.**

See the table on the next page for the details about how I calculated this amount.

I can apply to the Landlord and Tenant Board to have you evicted if you do not:

- **pay this amount*** by 15 / 04 / 20 This date is called the **termination date**.
- or
- **move out by the termination date**

* If another rent payment comes due on or before the date you make the above payment to your landlord, you must also pay this extra amount.

WHAT YOU NEED TO KNOW

The following information is provided by the Landlord and Tenant Board

The termination date	The date that the landlord gives you in this notice to pay or move out must be at least: <ul style="list-style-type: none"> • 14 days after the landlord gives you the notice, if you rent by the month or year, or • 7 days after the landlord gives you the notice, if you rent by the day or week.
What if you agree with the notice	If you agree that you owe the amount that the landlord is claiming, you should pay this amount by the termination date in this notice. If you do so, this notice becomes void and the landlord cannot apply to the Board to evict you. If you do not pay the amount owing, and the landlord applies to the Board to evict you, you will likely have to pay the landlord's filing fee of \$170.00, plus what you owe.
What if you disagree with the notice	If you disagree with what the landlord has put in this notice, you do not have to move out. You could talk to your landlord. You may also want to get legal advice. If you cannot work things out, and the landlord applies to the Board, you will be able to go to a hearing and explain why you disagree.

Version: 15/10/2009 This form has been approved by the Landlord and Tenant Board

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LANDLORD AND TENANT BOARD FORMS

How you will know if the landlord applies to the Board

The earliest date that the landlord can apply to the Board is the day after the termination date in this notice. If the landlord does apply, the Board will schedule a hearing and send you a letter. The landlord must also give you a copy of the Notice of Hearing and the application.

What you can do if the landlord applies to the Board

- Get legal advice immediately; you may be eligible for legal aid services.
- Talk to your landlord about working out a payment plan.
- Go to the hearing where you can respond to your landlord's claims; in most cases, before the hearing starts you can also talk to a Board mediator about mediating a payment plan.

How to get more information

For more information about this notice or about your rights, you can contact the Landlord and Tenant Board. You can reach the Board by phone at 416-645-8080 or toll-free at 1-888-332-3234. You can also visit the Board's website at www.LTB.gov.on.ca.

This table is completed by the landlord to show how they calculated the total amount of rent claimed on page 1:

Rent Period		Rent Charged \$	Rent Paid \$	Rent Owning \$
From: (dd/mm/yyyy)	To: (dd/mm/yyyy)			
01 / 01 / 20	31 / 01 / 20	1,200.00	, 00.00	1,200.00
01 / 02 / 0	28 / 02 / 20	1,200.00	1,000.00	, 200.00
01 / 03 / 20	31 / 03 / 20	1,200.00	, 600.00	, 600.00
Total Rent Owning \$				2,000.00

Signature Landlord Agent

Signature <i>Billy Chang</i>	Date (dd/mm/yyyy) 01/04/20XX
---------------------------------	---------------------------------

First Name
B I L L Y

Last Name
C H A N G

Company Name (if applicable)
C H A N G P A R A L E G A L S

Mailing Address
2 0 0 0 A L B E R T S T R E E T

Unit/Apt./Suite Municipality (city, town, etc.) Province
6 0 0 0 A N Y T O W N O N

Postal Code Phone Number Fax Number
A 1 A 2 B 2 (0 0 0) 1 1 1 2 2 2 2 (0 0 0) 1 1 1 3 3 3 3

E-mail Address
B I L L Y . C H A N G @ C H A N G P A R A L E G A L S . C O M

LANDLORD AND TENANT BOARD FORMS

Notice to Terminate a Tenancy Early Form N5

Read the instructions carefully before completing this form.

To: (Tenant's name and address) Vera Stevens 159 Alexander Street, Unit 5B Anytown, ON A1A 2B2	From: (Landlord's name and address) John Smith 159 Alexander Street, Unit 1A Anytown, ON A1A 2B2
Address of the Rental Unit: 159 Alexander Street, Unit 5B Anytown, ON A1A 2B2	

Termination Date

You must move out of the rental unit identified above on or before 21/04/20XX
(day/month/year)

Part A

Reasons for this Notice

I am giving you this notice because:

- 1. You, your guest or another occupant of the rental unit has wilfully or negligently damaged the rental unit or the residential complex.
- 2. You, your guest or another occupant of the rental unit has substantially interfered with:
 - the reasonable enjoyment of the residential complex by the landlord or another tenant, or
 - another lawful right, privilege or interest of the landlord or another tenant.
- 3. The number of people living in the rental unit is more than permitted by health, safety or housing standards.

Part B

Details About the Reasons for this Notice

The landlord must provide details about the events that led to giving you this notice, including information about the dates and times these events occurred.

The Tenant's children make too much noise and disturb the other residents who live in the complex. The Landlord has received a number of complaints about unit 5B.

Late at night on February 17 and February 25, there were loud parties coming from your unit that disturbed your neighbours.

In March, there were more parties and loud arguments heard coming from your unit.



LANDLORD AND TENANT BOARD FORMS

MOCK FORM N5

The landlord must complete Part C or Part D.

Part C: First Notice of Termination

This is your first notice of termination within the last six months

If you correct the problem, as set out below, within seven days of when you receive this notice, this notice will be void and you will not have to move out.

If you do not correct the problem within seven days, I can apply to the Board on the eighth day after you receive this notice, to have you evicted.

If this notice is for Reason #1, you can correct the problem by:

- repairing the damaged property,
- paying me \$ _____, which is the reasonable cost of repairing the damaged property,
- replacing the damaged property if it is not reasonable to repair it,
- paying me \$ _____, which is the reasonable cost of replacing the damaged property, if it is not reasonable to repair it, or
- making arrangements satisfactory to me to either,
 - repair or replace the damaged property, or
 - pay me the reasonable cost of repairing or replacing the damaged property.

If this notice is for Reason #2, you can correct the problem by stopping the activities listed in Part B.

If this notice is for Reason #3, you can correct the problem by reducing the number of people living in the unit to _____.

Part D: Second Notice of Termination

This is your second notice of termination within the last six months

The first notice I gave you was for Reason # _____, and you voided that notice by correcting the problem within seven days of the day you received that notice.

Because this is your second notice within the last six months, there is nothing you can do to correct the problem and void this notice. I can apply to the Board immediately for an eviction order.

Important Information

1. **The termination date:** If this is a **first notice** (Part C above), the termination date on page 1 cannot be earlier than the **20th** day after the landlord gives the tenant this notice. If this is a **second notice** (Part D above), the termination date on page 1 cannot be earlier than the **14th** day after the landlord gives the tenant this notice.
2. **If the tenant moves out by the termination date in this notice**, the tenancy will end on the termination date. However, if the reason that the landlord has served this notice is because the tenant has damaged the rental unit or complex, the tenant may still be ordered to pay the landlord for the damage.
3. **If the tenant disagrees with what the landlord claims in this notice**, the tenant does not have to move out of the rental unit. However, the landlord may apply to the Board for an order terminating the tenancy and evicting the tenant.
4. **The landlord's application to the Board:** If the landlord applies, the Board will schedule a hearing. The landlord must give the tenant a copy of the application and the Notice of Hearing.
5. **If you have any questions** about the law related to terminating tenancies and how it applies to this notice, 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.

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LANDLORD AND TENANT BOARD FORMS

MOCK FORM N5

Part E: Signature

Signature Landlord Agent

First Name

B I L L Y

Last Name

C H A N G

Phone Number

(0 0 0) 1 1 1 2 2 2 2

Signature

Billy Chang

Date (dd/mm/yyyy)

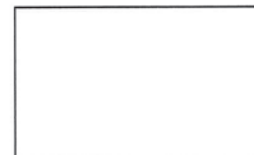
01/04/20

Agent Information (if applicable)

Name Billy Chang		Company Name (if applicable) Chang Paralegals	
Mailing Address 2000 Albert Street, Unit 6000		Phone Number 000 111 2222	
Municipality (city, town, etc) Anytown	Province ON	Postal Code A1A2B2	Fax Number 000 111 3333

FOR OFFICE USE ONLY: File Number [] [] [] - [] [] [] [] F L [] []

Delivery Method : In Person Mail Fax Courier Email



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LANDLORD AND TENANT BOARD FORMS



Form L1 - Checklist

Application to evict a tenant for non-payment of rent and to collect rent the tenant owes

Before you file the attached application with the Landlord and Tenant Board, make sure you can answer **YES** to each of the following questions. If not, your application to the Board may be dismissed, which means you may have to start over.

- Are you applying after the termination date on the N4 notice?**
You cannot file this application until the day **after** the termination date in the Notice to End a Tenancy Early for Non-payment of Rent (Form N4).
- Have you included a copy of the N4 notice and a Certificate of Service for that notice with your application?**
You must include a copy of these two documents when you file your application; if you do not, your application will not be accepted. Be sure to keep copies of these documents for your records.
- Did you name each tenant that lives in the rental unit?**
The tenant or tenants that you name in this application should be the same people you named on the N4 notice of termination that you served.
- Did you fill in the complete address of the rental unit?**
Be sure that you have provided the full address - including the correct unit number and postal code.
- Did you check your math?**
Make sure you've correctly calculated the total amounts owing in the two tables in Part 4 (Rent Owing and NSF Cheque Charges). Check the calculation across the rows of each table and then check the total columns.

Also check to be sure that the amount in the box on page 1 matches the total amount owing in Part 5.
- Did you date and sign the application on page 6?**
If your application is not signed and dated, the Board will not accept it.

LANDLORD AND TENANT BOARD FORMS



Application to evict a tenant for non-payment of rent and to collect rent the tenant owes FORM L1

Information for the Tenant from the Landlord

I am applying to the Landlord and Tenant Board for an order:

- to evict you because you owe rent, and
- to collect the money you owe me.

I believe that you owe me a total of \$, . as of / /
dd mm yyyy

This amount includes the filing fee for this application (\$170.00). You may also owe me any new rent that comes due after I file this application. To see how I arrived at this amount, go to page 4.

Information for the Tenant from the Landlord and Tenant Board

IF YOU AGREE with the amount the landlord claims you owe:

If you agree with the amount the landlord claims you owe, you can do one of the following. But read all three options before you decide. You may want to get legal advice first.

Pay everything you owe

If you pay all the rent you owe plus the landlord's filing fee before the Board issues an order about this application, the landlord will not be able to evict you for not paying the rent. The Board usually issues an order after holding a hearing. For information about the hearing, see the attached Notice of Hearing.

The amount you have to pay includes:

- the amount of rent the landlord is claiming in this application (go to Part 4, Section 1 on page 4), plus
- any new rent that has come due after the application was filed, plus
- the landlord's \$170.00 filing fee.

You can pay these amounts to the landlord directly, or to the Board in trust. If you pay everything to the landlord, be sure to get a receipt.

Once you have paid everything, you should contact the Board to make sure the hearing has been cancelled. If it has not been cancelled, you will need to go to the hearing.

Work out a payment plan

If you cannot pay everything you owe right now, you can contact your landlord to see if they are willing to work out a payment plan.

If you and the landlord reach an agreement, you or your landlord can file a copy of your written agreement with the Board. The Board can issue a consent order based on the payment plan you have agreed to. If the Board issues a consent order, you will not have to attend the hearing.

If you and the landlord cannot reach an agreement, you will need to go to the hearing.

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.

For Office use only : File Number:

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LANDLORD AND TENANT BOARD FORMS

Go to the hearing

The date, time and location of the hearing are shown on the Notice of Hearing that is attached to this application.

At the hearing, you can explain why you think you should not be evicted and you can ask the Board for more time to pay the money you owe. You will also be able to raise other issues such as maintenance problems or harassment. It is important that you bring evidence to support your case.

If you would like to resolve this application by mediation instead of the formal hearing process, in most cases you can speak to a Board mediator on the day of your hearing.

After the hearing the Board will make a decision and issue an order that will be sent to you by mail. The order will tell you what you have to pay. You should read the order to be sure it is correct and that you understand it.

IF YOU DO NOT AGREE with the amount the landlord claims you owe:

If you do not agree with the amount your landlord claims you owe, you can talk to your landlord to see if both of you can agree on a different amount. You may want to get legal advice.

If you and your landlord agree on a different amount

If you and your landlord can reach an agreement about the amount you owe, read the options above called **Pay everything you owe**, **Work out a payment plan** and **Go to the hearing**. You can follow one of those options, but use the different amount you and your landlord have agreed on.

If you and your landlord cannot agree on a different amount

You will need to go to the hearing. The date, time and location of the hearing are shown on the attached Notice of Hearing.

At the hearing, you can explain why you disagree with the amount the landlord claims you owe and why you think you should not be evicted. If the Board decides that you owe money, you can ask for more time to pay it. You will also be able to raise other issues such as maintenance problems or harassment. It is important that you bring evidence to support your case.

If you would like to resolve this application by mediation instead of the formal hearing process, in most cases you can speak to a Board mediator on the day of your hearing.

After the hearing the Board will make a decision and issue an order that will be sent to you by mail. The order will tell you what you have to pay. You should read the order to be sure it is correct and that you understand it.

For more information:

You can contact the Landlord and Tenant Board at **416-645-8080** or toll-free at **1-888-332-3234** or visit the Board's website at www.LTB.gov.on.ca.

LANDLORD AND TENANT BOARD FORMS

MOCK FORM L1

THE LANDLORD'S APPLICATION

Parts 1 to 7 of this application have been completed by the landlord.

Read the instructions carefully before completing this Form. Print or Type in Uppercase.

Part 1: RENTAL UNIT COVERED BY THIS APPLICATION

Street Number: 159 Street Name: ALEXANDER
 Street Type (e.g. Street, Avenue, Road): STREET Direction (e.g. East): Unit/Apt./Suite: 5B
 Municipality (city, town, etc.): ANYTOWN Province: ON Postal Code: A1A 2B2

Related Applications
List the file numbers of any other applications to the Board that relate to the same rental unit.
 File Number 1: File Number 2:

Part 2: TENANT NAMES AND ADDRESSES

Tenant 1: First Name (If there are more than 2 tenants, complete a Schedule of Parties form and file it with this application) Male Female
 V E R A
 Tenant 1: Last Name
 S T E V E N S
 Tenant 2: First Name Male Female
 Tenant 2: Last Name
 Mailing Address (if different from rental unit address above)
 Unit/Apt./Suite Municipality (city, town, etc.) Province Postal Code
 Day Phone Number (000) 111 4444 Evening Phone Number () Fax Number ()
 E-mail Address

Part 3: REASON FOR THIS APPLICATION

I am applying for an order to end the tenancy and evict the tenant and to collect:

- the rent the tenant owes me up to the date they move out of the rental unit, and
- an amount for charges related to NSF cheques the tenant gave me.

Is the tenant still in possession of the rental unit on the date this application is filed with the Board? Yes No

The tenancy agreement requires the tenant to pay rent by the week month other(specify) _____


The amount of rent currently on deposit: \$, 0 . 0 0

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 dd mm yyyy

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LANDLORD AND TENANT BOARD FORMS

Part 4: DETAILS OF THE LANDLORD'S CLAIM

Section 1. Rent Owning

I have calculated the amount of rent the tenant owes me as follows:

Rent Period		Rent Charged \$	Rent Paid \$	Rent Owning \$
From: (dd/mm/yyyy)	To: (dd/mm/yyyy)			
01 / 01 / 20	31 / 01 / 20	1,200.00	0.00	1,200.00
01 / 02 / 20	28 / 02 / 20	1,200.00	1,000.00	200.00
01 / 03 / 20	30 / 04 / 20	2,400.00	600.00	1,800.00
Total Rent Owning \$				3,200.00

Section 2. NSF Cheque Charges

I have calculated the amount of NSF cheque charges and related administration charges the tenant owes me as follows:

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 \$
Total NSF Related Charges Owning \$					

Attach additional sheets if necessary.

Part 5: TOTAL AMOUNT OWING

Total rent owing: \$ 3,200.00
 Total NSF cheque charges owing: \$.00
 Application filing fee: \$ 170.00

Total: \$ 3,370.00



LANDLORD AND TENANT BOARD FORMS

Part 6: LANDLORD'S NAME AND ADDRESS

First Name (If there is more than 1 landlord, complete a Schedule of Parties form and file it with this application)

Male Female Company

J O H N

Last Name

S M I T H

Street Address

1 5 9 A L E X A N D E R S T R E E T

Unit/Apt./Suite

1 A

Municipality (city, town, etc.)

A N Y T O W N

Province

O N

Postal Code

A 1 A 2 B 2

Day Phone Number

(0 0 0) 1 1 1 5 5 5 5

Evening Phone Number

() () () () () ()

Fax Number

() () () () () ()

E-mail Address

If the person who signs this application is an agent or an officer of a corporation, you must provide the following information:

First Name

B I L L Y

Last Name

C H A N G

Company Name (if applicable)

C H A N G P A R A L E G A L S

Mailing Address

2 0 0 0 A L B E R T S T R E E T

Unit/Apt./Suite

6 0 0 0

Municipality (city, town, etc.)

A N Y T O W N

Province

O N

Postal Code

A 1 A 2 B 2

Phone Number

(0 0 0) 1 1 1 2 2 2 2

Fax Number

(0 0 0) 1 1 1 3 3 3 3

E-mail Address

B I L L Y . C H A N G @ C H A N G P A R A L E G A L S . C O M

MOCK FORM L1



LANDLORD AND TENANT BOARD FORMS

Part 7: SIGNATURE

Landlord's/Agent's Signature

Landlord

Agent

Billy Chang

Date

25 / 04 / 20

dd

mm

yyyy

Information for the Landlord and the Tenant

1. The landlord has to give the tenant(s) a copy of this application and the Notice of Hearing at least ten days before the hearing.
2. The landlord has to give the Board a Certificate of Service showing how and when they gave the tenant(s) a copy of this application and the Notice of Hearing, 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 can order either the landlord or the tenant(s) to pay the other's costs related to this application.
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 could come up in an application. You can read the Rules and Guidelines on the Board's website at www.LTB.gov.on.ca or you can buy a copy from your local Board office.



LANDLORD AND TENANT BOARD FORMS


MOCK FORM L1

MOCK FORM L1

MOCK FORM L1

MOCK FORM L1

MOCK FORM L1



L1 Payment and Scheduling Information Form

Part 1: Application Fee

The application fee is **\$170**. Select how you are paying the application fee:

Cash
 Debit Card
 Money Order
 Certified Cheque

Money orders and certified cheques must be made payable to the "Minister of Finance"

Credit Card: **Visa** **MasterCard** **American Express**

Credit Card Number:

Expiry Date: /

mm yy

Cardholder's Name:

Cardholder's Signature:

Important: The information you fill in under Part 1 is confidential. It will be used to process your application, but will not be placed on the application file.

Part 2: Information Required to Schedule the Hearing

When you file your application, the Board will use your answers to the following questions to schedule a hearing and prepare a Notice of Hearing. The Board will give you an application package that you will have to give to the tenant(s). The application package includes a copy of your application and the Notice of Hearing.

How do you want the Board to give you the application package? Select one of the following:

Pickup at Board or ServiceOntario Office / / / Which office?

dd mm yyyy

By Mail **By Fax** ()

Will you give the application package to the tenant(s) on the date you receive the package from the Board?

Yes **No** If no, on what date will you give the package to the tenant(s)? / /

dd mm yyyy

How will you give the application package to the tenant(s)?

By Mail **By Courier** **By Another Method**

Part 3: Interpretation Services Required

Shade in whether you require either of the following services at the hearing:

French language services **Sign language services**

Note: You must live in an area designated for French language services

FOR OFFICE USE ONLY:

HRM Code:

HR Date: / / /

dd mm yyyy


Time: : :

hr min am/pm

OA: AD:

FL

Delivery Method: In Person Mail Fax Courier Email

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LANDLORD AND TENANT BOARD FORMS



Application to Terminate a Tenancy and Evict a Tenant Form L2

Read the instructions carefully before completing the Form. Print or Type in Uppercase.

Part 1: General Information

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
 J O H N
 Last Name
 S M I T H
 Street Address
 1 5 9 A L E X A N D E R S T R E E T
 Unit/Apt./Suite Municipality (city, town, etc.) Province Postal Code
 1 A A N Y T O W N O N A 1 A 2 B 2
 Day Phone Number Evening Phone Number Fax Number
 (0 0 0) 1 1 1 5 5 5 5 () () () ()
 E-mail Address

Rental Unit Covered by this Application

Street Number Street Name
 1 5 9 A L E X A N D E R
 Street Type (e.g. Street, Avenue, Road) Direction (e.g. East) Unit/Apt./Suite
 S T R E E T () 5 B
 Municipality (city, town, etc.) Province Postal Code
 A N Y T O W N O N A 1 A 2 B 2

Tenants' Names and Addresses (if there are more than 2 tenants, complete a Schedule of Parties form and file it with this application)

Tenant 1: First Name Male Female
 V E R A
 Tenant 1: Last Name
 S T E V E N S
 Tenant 2: First Name Male Female
 Tenant 2: 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
 (0 0 0) 1 1 1 4 4 4 4 () () () ()
 E-mail Address

Related Applications

List the file numbers of any other applications to the Board that relate to the same rental unit. File Number 1 File Number 2

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.

For Office use only : File Number: -

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MOCK FORM L2

LANDLORD AND TENANT BOARD FORMS

Part 2: Reasons for Your Application

The following are the reasons for making this application. For a further explanation of each reason, see the instructions to this form.

A. Termination of Tenancy

I am applying for an order terminating the tenancy and evicting the tenant because:

1. The tenant has been given the following notice of termination:

Notice to Terminate a Tenancy Early (Form N5)

Is this application based on the first or the second Form N5 notice?

First N5 notice

Second N5 notice

If this application is based on the first Form N5 notice, did the tenant correct the problem within 7 days of receiving the notice?

Yes **If yes**, then the notice is void and you cannot apply to terminate the tenancy for this reason.

No **If no**, or if this application is based on the second Form N5 notice, then you can apply to terminate the tenancy for this reason.

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's 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)

The termination date set out on the Notice to Terminate a Tenancy is:

/ /
dd mm yyyy

Documents you must attach: There are documents that you must attach to the application. See the instructions for further information.

2. The tenant has abandoned the rental unit.

Explain why you believe the tenant has abandoned the rental unit. A rental unit will not be considered to be abandoned if the tenant is not in arrears of rent.

3. The tenant occupies the superintendent's unit and the tenant's employment as superintendent has ended.

The tenant's employment ended on:

/ /
dd mm yyyy

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Part 2: Reasons for your Application (cont'd)

B. Compensation for Overholding Tenant

I am applying for an order requiring the tenant to pay compensation for each day the tenant remains in the rental unit without paying after the termination date set out in the notice or the agreement to terminate the tenancy.

Current rent charged to the tenant: \$ 1, 2000. 00

The amount of the rent currently on deposit: \$ 0, 000. 00

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 dd mm yyyy

NSF cheque charges and related administration charges: If you are applying for an order for compensation, and you wish to claim charges related to NSF cheques the tenant gave you, provide the following details:

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 \$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total NSF Related Charges Owing			\$	<input type="text"/>	<input type="text"/>

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Part 2: Reasons for your Application (cont'd)

C. Payment of Money

You can apply for either of the following reasons regardless of whether you are also applying to terminate the tenancy. However, you cannot apply for these reasons if the tenant has moved out of the rental unit.

Is the tenant still in possession of the rental unit?

Yes No

If **yes**, shade either of the following that apply:

- I am applying for an order requiring the tenant to pay \$, . for damage caused by the tenant, their guest or another occupant of the rental unit.

Describe the damage to the property that requires repair or replacement and explain how you calculated the above amount:

*If you did not provide information about the rent deposit under Part 2(B), you must provide the information in this part:

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 dd mm yyyy

- I am applying for an order requiring the tenant of a Rent-Geared-to-Income unit to pay \$, . for the additional amount that the tenant would have been required to pay had the tenant not misrepresented their income or that of other family members living in the unit.

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Part 3: Signature

Landlord's/Agent's Signature Landlord Agent

Date

Billy Chang

25 / 04 / 20
 dd mm yyyy

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

First Name

B I L L Y

Last Name

C H A N G

Company Name (if applicable)

C H A N G P A R A L E G A L S

Mailing Address

2 0 0 0 A L B E R T S T R E E T

Unit/Apt./Suite

6 0 0 0

Municipality (city, town, etc.)

A N Y T O W N

Province

O N

Postal Code

A 1 A 2 B 2

Phone Number

(0 0 0) 1 1 1 2 2 2 2

Fax Number

(0 0 0) 1 1 1 3 3 3 3

E-mail Address

B I L L Y . C H A N G @ C H A N G P A R A L E G A L S . C O M

Important Information

1. If the landlord gave the tenant a notice of termination, the landlord must file this application no later than 30 days after the termination date set out in the notice.
2. Once the landlord files this application with the Board, the Board will give the landlord a Notice of Hearing. In most cases, the landlord must give the tenant a copy of this application and the Notice of hearing at least **ten** days before the hearing. However, where the application is for any of the following reasons, the landlord must give the tenant these documents at least **five** days before the hearing:
 - impaired safety (Form N7, Reason #1)
 - damage (Form N7, Reason #2)
 - misuse of premises (Form N7, Reason #3)
 - interfering with landlord's reasonable enjoyment (Form N7, Reason #4)
 - illegal act involving drugs (Form N6, Reason #1)
 - superintendent's unit (no notice of termination required)

Once the landlord has given the tenant a copy 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, 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 can order either the landlord or the tenant to pay the other's costs related to the application.
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. 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.

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LANDLORD AND TENANT BOARD FORMS



Landlord
and
Tenant
Board

File Number: TSL99999

NOTICE OF HEARING

Under section 174 of the *Residential Tenancies Act, 2006*

The Landlord and Tenant Board has scheduled a hearing

between: **John Smith**
and: **Vera Stevens**

concerning the rental unit located at:

5B, 159 Alexander Street
Anytown, ON, A1A 2B2

Purpose of the hearing:

The landlord has filed an application with the Landlord and Tenant Board to evict the tenant. A copy of the application is attached to this notice. The Board will hold a hearing to make a decision about the application.

Hearing time and place:

When: Monday, May 12, 20XX, 1:30 PM
Where: Hearing Room, 2nd Floor, 215 St. Barnard Ave. E.,
Anytown, ON A1A 2B2

You must arrive at 1:00 PM to sign in for your hearing.

It is very important for you to attend the hearing. If you are late, or if you do not attend your hearing, it may take place without you.

If you cannot attend the hearing, you should send someone who has written permission to represent you. If you or your representative do not attend, the Board may hold the hearing without you and you will not be sent any further notice of the proceedings.

What can happen if you do not attend the hearing:

If you are the tenant and you do not attend the hearing or send a representative, the Board can hold the hearing without you and make a decision based on what is claimed by the landlord.

If you are the landlord and you do not attend the hearing or send a representative, your application may be dismissed.

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What you should bring to the hearing:

You should be ready to present any evidence you need to support your case. Make sure you bring:

- three copies of any evidence you wish to use (for example: receipts or pictures), and
- any people you want to use as witnesses.

You may also bring a lawyer or agent to represent you.

For more information:

If you have any questions you may contact the Landlord and Tenant Board at XXX-XXX-XXXX, or toll free at 1-888-XXX-XXXX. You may also visit our website at www.itb.gov.on.ca. You can view the application at the regional office listed below, or in some cases, arrangements can be made to view the file at another office of the Board.

Regional Office: 2nd Floor, 215 St. Barnard Ave. E,
Anytown, ON, A1A 2B2

Fax: XXX-XXX-XXXX

Date of Issue: April 24, 20XX