



The Co-op can file this application if the Co-op member has not met conditions in an order or mediated settlement, and the order or mediated settlement allows the Co-op to make this application.

INFORMATION ABOUT THE PREVIOUS APPLICATION

What is the file number of the previous order or mediated settlement that resolved the application to end the occupancy and evict the Co-op member? File Number

What is the date of the previous order or mediated settlement?

/	/
dd/mm/yyyy	

REASONS FOR THE APPLICATION

Is the Co-op applying because the Co-op member failed to comply with a term or condition of a:

- mediated settlement?**
- or**
- order?**

Select the reason for applying:

Shade the circle next to the reason for applying to the LTB. Choose either Reason 1 or Reason 2, but not both.

- Reason 1:** The Co-op is applying for an order to end the occupancy and evict the Co-op member.

The Co-op can choose this reason if the mediated settlement or order was based on **either**:

- an **Application to End the Occupancy and Evict the Member based on Non-payment of Regular Monthly Housing Charges and to Collect the Housing Charges that the Co-op Member Owes (Form C1).**
- an **Application to End the Occupancy of the Member Unit and Evict the Member (Form C2).**

- Reason 2:** The Co-op is applying for an order to end the occupancy and evict the Co-op member **and** to collect the regular monthly housing charges and other charges the Co-op member owes up to the date the Co-op member moves out of the member unit.

The Co-op can only choose this reason if the mediated settlement or order was based on an **Application to End the Occupancy and Evict the Member based on Non-payment of Regular Monthly Housing Charges and to Collect the Housing Charges that the Co-op Member Owes (Form C1).**



The Co-op has calculated the total amount the Co-op member owes the Co-op as follows:

What is the total amount the mediated settlement or order requires the Co-op member to pay? \$.

Subtract any amounts the Co-op member has paid to the Co-op towards the amount set out in the mediated settlement or order. - \$.

This is the total amount the Co-op member still owes from the mediated settlement or order. = \$.

Add any additional regular monthly housing charges that came due **after** the date of the mediated settlement or order, that the Co-op member has not paid. + \$.

Add any additional housing charges that came due **after** the date of the mediated settlement or order, that the Co-op member has not paid. + \$.

Add any NSF charges that came due **after** the date of the mediated settlement or order, that the Co-op member has not paid. + \$.

Total amount the Co-op member owes = \$.

Fill in the Co-op member's current regular monthly housing charge \$.

IMPORTANT INFORMATION FROM THE LANDLORD AND TENANT BOARD

- The Co-op must file with this application:
 - a copy of the mediated settlement or order, and
 - a signed declaration or sworn affidavit that sets out the conditions the Co-op member did not meet and in what way the Co-op member did not meet these conditions.

Note: If the Co-op is making an application for the repayment of the money that is owing, then the declaration or affidavit must also include the information that is set out in the attached declaration form.

- The Co-op must file this application no later than 30 days after the Co-op member failed to meet a condition of the mediated settlement or order.



DECLARATION

Co-op member failed to meet conditions of a mediated settlement or order

Section A: Information about the Breach

Always complete this section.

I, _____ of the City/Town/Municipality of _____

declare that:

The Co-op member did not meet the following condition(s) of the mediated settlement or order:

Indicate the condition(s) in the mediated settlement or order that were not met within the last 30 days, and how they were not met.

Which other parts of the declaration must you complete?

Did you select Reason #1 on the application form?

- If yes, then you must only complete Section A and Section E of the declaration form.

Did you select Reason #2 on the application form?

If the Co-op member did not meet one or more conditions of the:

- **Order** ▶ then complete sections A, B, C and E of the declaration form.
- **Mediated Settlement** ▶ then complete all sections of the declaration form.



Section B: New Regular Monthly Housing and Other Charges Owing

New Regular Monthly Housing Charges

Since the day of your mediated settlement or order, has the Co-op member failed to pay any of the regular monthly housing charges that became due? If yes, complete the following section.

If the Co-op member does not owe any new regular monthly housing charges, mark N/A in this section.

Period		Amount Charged \$	Amount Paid \$	Amount Owing \$
From: (dd/mm/yyyy)	To: (dd/mm/yyyy)			
/ /	/ /	.	.	.
/ /	/ /	.	.	.
/ /	/ /	.	.	.

New Housing Charges

Since the day of your mediated settlement or order, has the Co-op member failed to pay any of the housing charges that became due? If yes, complete the following section. (Do not include any refundable charges.)

If the Co-op member does not owe any new housing charges, mark N/A in this section.

Period		Amount Charged \$	Amount Paid \$	Amount Owing \$
From: (dd/mm/yyyy)	To: (dd/mm/yyyy)			
/ /	/ /	.	.	.
/ /	/ /	.	.	.
/ /	/ /	.	.	.

New NSF Charges and/or related Administration Charges Owing

Since the day of your mediated settlement or order, has the Co-op incurred NSF cheque charges because of cheques given to the Co-op by the Co-op member? If yes, complete the following section.

If the Co-op has not incurred any NSF cheque charges, mark N/A in this section.

Cheque Amount \$	Date of Cheque (dd/mm/yyyy)	Date NSF Charge Incurred (dd/mm/yyyy)	Bank Charge \$	Admin Charge \$	Total Charge \$
.	/ /	/ /	.	.	.
.	/ /	/ /	.	.	.
.	/ /	/ /	.	.	.
Total NSF Charges				\$.

Attach additional sheets if necessary.



Section C: Information about refundable amounts being held by the Co-op

Complete this section if the Co-op collected a damage deposit or other refundable deposit from the Co-op member and the Co-op is still holding the deposit(s). If the Co-op is not holding any deposit from the Co-op member, mark N/A in this section.

The amount of the damage deposit: \$.

Total amount of other refundable deposits: \$.

Section D: Information about the Mediated Settlement or Order

Amounts owing in the mediated settlement or order:

Fill in the following information. You should find this information in the mediated settlement or order.

Date of the mediated settlement or order:
dd/mm/yyyy

Total amount of arrears of regular monthly housing charges and housing charges the Co-op member was required to pay in the mediated settlement or order. (Do not include other amounts the Co-op member was required to pay in the mediated settlement or order.) \$.

The arrears cover the period up to and including:
dd/mm/yyyy

Amount the Co-op member was required to pay for NSF charges: \$.

Amount the Co-op member was required to pay for the fee for the previous application: \$.



Arrears Payments Received:

Record all payments the Co-op member made using the following chart. If the Co-op member did not make any payments set out in the settlement or order, mark N/A in this section.

Date the Payment was made (dd/mm/yyyy)	Amount of Payment \$	What was the Payment for?
/ /	.	<input type="checkbox"/> Arrears <input type="checkbox"/> NSF <input type="checkbox"/> NSF Admin Charge <input type="checkbox"/> Regular Monthly Housing Charge <input type="checkbox"/> Other Housing Charge <input type="checkbox"/> App. Fee <input type="checkbox"/> Other
/ /	.	<input type="checkbox"/> Arrears <input type="checkbox"/> NSF <input type="checkbox"/> NSF Admin Charge <input type="checkbox"/> Regular Monthly Housing Charge <input type="checkbox"/> Other Housing Charge <input type="checkbox"/> App. Fee <input type="checkbox"/> Other
/ /	.	<input type="checkbox"/> Arrears <input type="checkbox"/> NSF <input type="checkbox"/> NSF Admin Charge <input type="checkbox"/> Regular Monthly Housing Charge <input type="checkbox"/> Other Housing Charge <input type="checkbox"/> App. Fee <input type="checkbox"/> Other
/ /	.	<input type="checkbox"/> Arrears <input type="checkbox"/> NSF <input type="checkbox"/> NSF Admin Charge <input type="checkbox"/> Regular Monthly Housing Charge <input type="checkbox"/> Other Housing Charge <input type="checkbox"/> App. Fee <input type="checkbox"/> Other
/ /	.	<input type="checkbox"/> Arrears <input type="checkbox"/> NSF <input type="checkbox"/> NSF Admin Charge <input type="checkbox"/> Regular Monthly Housing Charge <input type="checkbox"/> Other Housing Charge <input type="checkbox"/> App. Fee <input type="checkbox"/> Other

Note: NSF charges cannot exceed the actual amount charged by the financial institution. NSF Administration Charges cannot exceed the prescribed amount. The application fee cannot exceed the actual cost of the application.

Section E: Signature

To the best of my knowledge, the information in this form is complete and accurate. I understand that it is an offence under s.234 of the *Residential Tenancies Act, 2006* to file false or misleading information in this form.

Name

Signature

Date (dd/mm/yyyy)