#### **Important Information for Tenants and Landlords**

Use this form to apply to have the Board determine whether all or part of the *Residential Tenancies Act, 2006* (the RTA) applies to the rental unit or residential complex. Instructions for Form A1 are available on the Board's website at tribunalsontario.ca/ltb.

- 1. Complete all three parts of this application.
  - Part 1 asks for general information about:
    - the rental unit or residential complex covered by this application,
    - your contact information and that of the other parties to the application,
    - any other unresolved applications that relate to the rental unit or residential complex.
  - **Part 2** asks you to explain why you think the rental unit or residential complex is covered, or is not covered by the RTA or by parts of the RTA.
  - **Part 3** requires your signature or that of your representative, and, if you are being represented, your representative's contact information.
- 2. Complete the *Request for French-Language Services or Request for Accommodation* form at the end of this application if you need additional services at the hearing.
- 3. File all pages of the application with the Board (not including this page). The Board will send you a *Notice of Hearing* showing the time and location of your hearing.
- 4. Pay the application fee of **\$53** to the Board at the same time as you file the application. The Board will not process your application unless you pay the fee. If you mail or courier the application, you can pay the filing fee by money order, certified cheque, or by credit card. You can't pay by cash or debit card if you file by mail or courier. If you pay online, email your receipt and application to <a href="https://linearchy.com/linearchy.c
- 5. Contact the Board if you have any questions or need more information.

416-645-8080 1-888-332-3234 (toll free) tribunalsontario.ca/ltb



## Application about Whether the Act Applies FORM A1

(Disponible en français)

Read the instructions carefully before completing this form. Print or type in capital letters.

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Applicant Information First Name(If there is more than 1 applicant, o		aant aammiata	Landlord		Tenant		
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Somnany Nama (if ann	liochlo)						
Company Name (if app	ilicable)						
Street Address							
Jnit/Apt./Suite	Municipality (	(City, Town, etc	;)		ı	⊃rov.	Postal Code
T	e Mulliopanty (Oity, 1		,				
ay Phone Number		Evening Phone Number		I	Fax Numl		
( ) E-mail Address	-	(	)	-	(	)	-
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Address of the R	<b>ental Unit, B</b> ı Street Na		Residential Con	nplex Covere	d by th	is App	lication
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### Application about Whether the Act Applies FORM A1

(Disponible en français)

Otner Parties to	tne Application		Landio	ra	renant			
First Name								
Last Name								
Company Name (if ap	plicable)							
Street Address								
Unit/Apt./Suite	Municipality (City	y, Town, etc	c.)			Prov.	Postal Code	
Day Phone Number		_	Phone Number		Fax Nu	_		
E-mail Address	-	(	)	-	(	)	-	
If there is more the (including the united Applicated A	t numbers) and file				es form with	their nam	nes and addresses	
If you or your land have not been res				at relate	to this rental	unit and	those applications	
File Number 1			File Numbe	r 2				
PART 2: REASO	N FOR YOUR APP	PLICATION	ON					
I am applying to he provision of it, app	nave the Board de plies to the rental				l Tenancies A	ct, 2006	(the RTA) or any	
Please explain:	Describe the prem	ises. Exp	lain why you	think it is	covered or n	ot covere	ed by the RTA.	

E-mail Address

### Application about Whether the Act Applies FORM A1

(Disponible en français)

What is the total number of rental units in the complex?

How many rental units are covered by the application?

PART 3: SIGNA	TURE						
Landlord/Tenai	nt/Represent	ative's Signa	ature				
					/ dd/m	/ m/yyyy	
Who has signed t	the application?	Shade the c	ircle comple	etely next t	o your answer	·.	
Landlord	Tenant	Represen	tative				
Information Ab First Name	out the Repre	esentative					
Last Name							
LSUC#	Company Nam	ne (if applicable)					
Mailing Address							
Unit/Apt./Suite	Municipality	/ (City, Town, etc	.)			Prov.	Postal Code
Day Phone Number		Evening F	Phone Number		Fax Nur	nber	
( )	-	(	)	-	(	)	-



(Disponible en français)

#### **Collecting Personal Information**

The Landlord and Tenant Board has the right to collect the information requested on this form to resolve your application under section 185 of the *Residential Tenancies Act, 2006*. After you file the form, all information related to the proceeding may become publicly available in a tribunal decision, order or other document, in accordance with Tribunals Ontario's <u>Access to Records Policy</u> and the *Tribunal Adjudicative Records Act, 2019*. Parties wanting records or information to remain confidential must seek a confidentiality order from the adjudicator. If you have questions about confidentiality orders or access to records, please contact us by email at <u>LTB@ontario.ca</u> or our Contact Center at **416-645-8080** or **1-888-332-3234** (toll free).

#### Important Information from the Landlord and Tenant Board

- 1. You can ask the Board to provide French-language services at your hearing. If you are the applicant, you can fill out the *Request for French-Language Services or Request for Accommodation* form included at the end of this application. If you are the respondent, the *Request for French-Language Services or Request for Accommodation* form is available at Board offices and at the Board's website at <a href="mailto:tribunalsontario.ca/ltb">tribunalsontario.ca/ltb</a>.
- 2. You can ask the Board to make special arrangements (called a Request for Accommodation) under the Ontario Human Rights Code to help you participate in the hearing. For example, you can ask the Board to make arrangements to provide a sign-language interpreter. You can make a request for accommodation under the Code by telephone, fax or mail. If you are the applicant, you can fill out the Request for French-Language Services or Request for Accommodation form included at the end of this application. If you are the respondent, the Request for French-Language Services or Request for Accommodation form is available at Board offices and at the Board's website at tribunalsontario.ca/ltb.
- 3. It is an offence under the *Residential Tenancies Act, 2006* 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 could come up in an application. You can read the *Rules and Guidelines* on the Board's website at <a href="mailto:tribunalsontario.ca/ltb">tribunalsontario.ca/ltb</a> or you can buy a copy from a Board office.

OFFICE USE ONLY:	
Delivery Method: In Person Mail Courier Email Service Ontario Center	MS FL



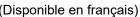
# Request for French-Language Services or Request for Accommodation

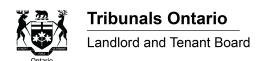
(Disponible en français)

Use this form to ask the Landlord and Tenant Board (LTB) to provide French-language services or to let the LTB know you need accommodation under the Ontario *Human Rights Code*.

Part 1: Request for French-Language Services
Check this box if you want the dispute resolution process (e.g. case conferences and hearings) to be conducted in French.
Part 2: Request for Accommodation under the Ontario Human Rights Code
Check this box if you need accommodation under the Ontario <i>Human Rights Code</i> to participate in the dispute resolution process. The LTB will provide accommodation for <i>Code</i> related needs to help you throughout the application and hearing process in accordance with the Tribunals Ontario policy on accessibility and accommodation. You can get a copy of the policy at <a href="tribunalsontario.ca">tribunalsontario.ca</a> .
Please explain: What accommodation do you need?

# Payment Information Form (Disponible en français)





Select how you are paying the application fee:
Online Payment Receipt #:
<b>Note:</b> Receipt must be emailed with application to <u>LTBpayments@ontario.ca</u> .
Money Order Certified Cheque  Money orders and certified cheques must be made payable to the "Minister of Finance".
Credit Card  If you are paying by credit card and filing your application by mail or courier, you must complete the Credit Card Payment Form and submit it with your application.