Important Information for Tenants and Landlords

Use this form to apply to the Board to vary the amount of a rent reduction set out in a *Notice of Rent Reduction* issued by the municipality. Instructions for Form A4 are available on the Board's website at tribunalsontario.ca/ltb.

- 1. Complete Parts 1, 2, 3 and 5 of this application. You must also complete Part 4 if you are applying for reason 2, or if you want the Board to consider the rent revenue for the residential complex when calculating the percentage rent reduction.
 - Part 1 asks for general information about:
 - the rental unit, building or residential complex covered by this application,
 - whether you are a tenant or the landlord,
 - 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 for information about the municipal property taxes for the residential complex covered by the application.
 - Part 3 asks you to select and explain the reasons for your application.
 - Part 4 asks for information about the rent revenue.
 - Part 5 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 to the Board at the same time as you file the application. The Board will not process your application unless you pay the fee. Your A4 application fee is \$53 if you are a tenant and \$201 if you are a landlord. 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 LTBpayments@ontario.ca. If you cannot afford the fee, you can submit a Fee Waiver Request.
- 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 to Vary the Amount of a Rent Reduction FORM A4

(Disponible en français)

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

luuliaant Inform							
Applicant Informa	ation		Lanc	lord	Te	enant	
First Name (If there is n	nore than 1 applica	nt, complete	a Schedule of Parties	form and file	it with this	application	.)
ast Name							
Company Name (if appl	icable)						
Street Address							
Jnit/Apt./Suite	Municipality (C	ity, Town, etc	c.)			Prov.	Postal Code
Day Phone Number		Evening	Phone Number		Fax Nu	mber	
() E-mail Address	-	() -		()	-
Address of the Re	ental Unit, Bui Street Nan		Residential Com	plex Cove	ered by t	this App	lication
Street Type (e.g. Street,	, Avenue, Road)	D	irection (e.g. East)	Unit/Apt./S	uite		
lunicipality (City, Town	, etc.)					Prov.	Postal Code
Лunicipality (City, Town	ı, etc.)					Prov.	Postal Code
∕lunicipality (City, Town	ı, etc.)					Prov.	Postal Code
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Municipality (City, Town	ı, etc.)					Prov.	Postal Code
Municipality (City, Town	ı, etc.)					Prov.	Postal Code
						Prov.	Postal Code
OFFICE USE ONI						Prov.	Postal Code
						Prov.	Postal Code



Application to Vary the Amount of a Rent Reduction FORM A4

(Disponible en français)

Application		La	ndlord	Tenan	t		
ole)							
Municipality (City,	Town, etc.)			Pro	ov.	Postal Code	
	Evening Phon	e Number		Fax Number			
-	()	-	()	-	
	ole) Municipality (City,	ole) Municipality (City, Town, etc.) Evening Phor	Municipality (City, Town, etc.) Evening Phone Number	ole) Municipality (City, Town, etc.) Evening Phone Number	Municipality (City, Town, etc.) Evening Phone Number Fax Number	Municipality (City, Town, etc.) Evening Phone Number Fax Number	Municipality (City, Town, etc.) Prov. Postal Code Evening Phone Number 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 application.

If you were given a *Notice of Rent Reduction* by the Municipality, you must attach it to the application.

Related Applications

If you or your landlord or tenant filed other applications that relate to this rental unit and those applications have not been resolved, list their file numbers below.

File Number 1 File Number 2

PART 2: INFORMATION ABOUT MUNICIPAL PROPERTY TAXES

In the space below, fill in the total amount of the municipal property taxes for the residential complex for the base year and the reference year. You must attach to the application evidence of the amount of property taxes charged by the municipality for both the base year and the reference year.

The **Base Year** is the calendar year in which the municipal tax decreased.

The **Reference Year** is the calendar year before the Base Year.

Calendar Year	Base Year	уууу	Reference Year	уууу
Total property taxes for the complex	\$	•	\$	•

Application to Vary the Amount of a Rent Reduction FORM A4

(Disponible en français)

PART 3: REASONS FOR YOUR APPLICATION

Calendar Year	Base Year	уууу	Reference Year	уууу
Total Charges for the complex	\$	•	\$	•
Reason 2: The rent reduction should rent revenue for the reside		sing a forn	nula that takes in	to account
You can apply for this reason if one of the the character. The situation that applies. If you are apply				
The residential complex falls under the Assessment Act and the municipal prototal annual rent revenue.				
The residential complex does not fall the Assessment Act and the municipa total annual rent revenue.				
Reason 3: There is an error in the per Reduction.	rcentage rent re	eduction se	et out in the <i>Notic</i>	ce of Rent
Please explain: What is the error? Why do	you think it is an	error?		



E-mail Address

Application to Vary the Amount of a Rent Reduction FORM A4

(Disponible en français)

Reason 4: Municipal property taxes were either increased or decreased after the municipality
gave the Notices of Rent Reduction.

You can only apply for this reason if the property taxes for the base year were changed before March 31st of the year after the date the rent reduction took effect. You must attach to the application evidence showing the increase or decrease in property taxes.

PART 4: INFORMATION ABOUT RENT REVENUE

You must answer the question below if you chose reason #2 on the previous page. You should also answer the question if you want the Board to consider the rent revenue for the residential complex when calculating the percentage rent reduction.

What is the total annual rent revenue for the residential complex for the base year?

•

PART 5: SIGNAT	URE						
Landlord/Tenant	t/Represent	ative's Signa	ature				
					/ dd/n	/ nm/yyyy	
Who has signed th	e application	? Shade the ci	rcle comple	tely next to y	our answe	er.	
Landlord	Tenant	Represent	tative				
Information Abo	ut the Repr	esentative					
First Name							
Last Name							
LSUC#	Company Nan	ne (if applicable)					
Mailing Address							
Unit/Apt./Suite	Municipalit	y (City, Town, etc.	.)			Prov.	Postal Code
Day Phone Number		Evening P	Phone Number		Fax Nu	mber	
()	-	()	-	()	-

Tribunals Ontario Landlord and Tenant Board

Application to Vary the Amount of a Rent Reduction FORM A4

(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. Landlords and tenants must apply to the Board on or before the later of:
 - the 90th day following the day on which the municipality issued the *Notice of Rent Reduction* (or 90 days after the municipality issued the tax notice if a *Notice of Rent Reduction* is not required), and
 - March 31 of the year following the effective date of the rent reduction.
- 2. 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 tribunalsontario.ca/ltb.
- 3. 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.
- 4. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.
- 5. The Board can order either the landlord or the tenant to pay the other's costs related to the application.
- 6. 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 tribunalsontario.ca/ltb or you can buy a copy from a Board office.

OFFICE USE ONLY:	
Delivery Method:	MS FL



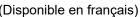
Request for French-Language Services or Request for Accommodation

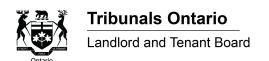
(Disponible en français)

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 tribunalsontario.ca .
Please explain: What accommodation do you need?

Payment Information Form (Disponible en français)





Select how you are paying the application fee:
Online Payment Receipt #:
Note: 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.