

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.

| ☐ Did you give the tenant an N4 notice? | |
|---|-------------------------------|
| You cannot file this application unless you gave the tenant a Notice to E Early for Non-payment of Rent (Form N4). | End your Tenancy |
| ☐ Are you applying after the termination date on the N4 notice? | |
| You cannot file this application until the day after the termination date <i>Tenancy Early for Non-payment of Rent (Form N4).</i> | in the <i>Notice to End a</i> |
| ☐ Is the tenant still in possession of the rental unit? | |
| You cannot file this application if the tenant is no longer in possession of | of the rental unit. |
| ☐ Have you included a copy of the N4 notice and a Certificate of Se notice with your application? | ervice for that |
| You must include a copy of these two documents when you file your ap not, your application will not be accepted. Be sure to keep copies of th your records. | • |
| ☐ Did you name each tenant in possession of the rental unit? | |
| The tenant or tenants that you name in this application should be the s named on the N4 notice that you served. | ame people you |
| ☐ Did you fill in the complete address of the rental unit? | |
| You must provide the full address, including the postal code. Be sure you identified the rental unit. | ou have correctly |
| ☐ Did you check your math? | |
| Make sure you have correctly calculated the total amounts owing in the (Rent Owing and NSF Cheque Charges). Check the calculation across t and then check the total amounts in the final columns. | |
| Also check to be sure that the amount in the box on page 1 matches th in Part 6. | e total amount owing |
| Did you date and sign the application on page 5? | |
| If your application is not signed and dated, the Board will not accept it. | |
| | |

(Disponible en français)

Important Information for Landlords

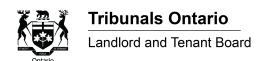
Use this form to apply for an order to **end a tenancy** and **evict a tenant** after you give the tenant an *N4 Notice to End Your Tenancy for Non-payment of Rent*. Instructions for Form L1 are available on the Board's website at tribunalsontario.ca/LTB.

- 1. Complete all seven parts of this application.
 - Part 1 asks for information about the address of the rental unit covered by this application.
 - Part 2 requires you to fill in the total amount you believe the tenant owes you.
 - **Part 3** asks for general information about:
 - you (your name, etc),
 - the tenants in possession of the rental unit,
 - any other unresolved applications that relate to the rental unit.
 - Part 4 requires you to:
 - select the reason(s) for your application to the Board,
 - provide information about the tenant's rent, the rent deposit and whether or not the tenant is still in possession of the rental unit.
 - Part 5 asks you to show how you calculated the amount the tenant may owe you.
 - Part 6 asks you to provide information about the total amount you believe the tenant owes you.
 - **Part 7** 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. Complete the checklist that is attached to the application to make sure you have completed the application form correctly. Do not include the checklist when you file the application.
- 4. File all pages of the application (not including this page) with the Board along with a copy of the *N4 Notice* to End Your Tenancy for Non-payment of Rent you gave the tenant. Also file a Certificate of Service showing how and when you served the tenant the *N4 Notice*. The Board will send you a Notice of Hearing showing the time and location of your hearing.
- 5. Pay the application fee of \$201 to the Board at the same time as you file the application (or \$186 if you use the Tribunals Ontario Portal). 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 with cash or debit card if you file by mail or courier. If you cannot afford the fee, you can submit a Fee Waiver Request.
- 6. Contact the Board if you have any questions or need more information.

416-645-8080

1-888-332-3234 (toll free)

tribunalsontario.ca/LTB

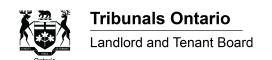


v. 01/04/2022

Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes FORM L1

(Disponible en français)

| PART 1: ADDR | ESS OF THE RENTAL U | JNIT COVERED BY | THIS APPLICAT | TION | |
|---|---|--|----------------------|------------------|-------------------------|
| Street Number | Street Name | | | | |
| Street Type (e.g. S | treet, Avenue, Road) | Direction (e.g. East) | Unit/Apt./Suite | | |
| Municipality (City, 1 | own, etc.) | | | Prov. | Postal Code |
| PART 2: TOTA | L AMOUNT THE TENAI | NT OWES | | | |
| | | ing information is | from your lan | dlord | |
| to evict you | y to the Landlord and Tena ou because you owe rent, a the money you owe me. | | | | |
| I believe that | you owe me a total of \$ | | . as of | / dd/n | / nm/yyyy |
| | includes the filing fee for to cation. To see how I calculate | | | any new rent | that comes due after l |
| | The following info | rmation is from the I | _andlord and Te | enant Board | |
| IF YOU AGREE | with the amount the | landlord claims you | ı owe: | | |
| If you agree with t | he amount the landlord clair | ms you owe, you can pa | y everything you o | we or work ou | t a payment plan. |
| However, read the | e options before you decide. | You may want to get le | gal advice first. | | |
| OPTION 1: Pay everything | If you pay all the rent you application, the landlord | will not be able to evict y | • | | s an order about this |
| you owe | The amount you have to | | | | |
| | | set out above that the lar t that has come due afte | | | |
| | You can pay these amou any amounts you pay to t | | ly, or to the Board | in trust. Be su | re to get a receipt for |
| | Go to the hearing, where amounts you paid, bring t | • | rhat you've paid. If | the landlord g | ave you receipts for |
| OPTION 2: Work out a payment plan | If you cannot pay everyth willing to work out a paym | | ou can talk to you | r landlord to se | e if they are |
| payment plan | If you and the landlord ag payment plan to the Boar | | go to the hearing v | vhere you can | explain the |
| OFFICE USE | ONLY | | | | |
| File Number | | | | | |



(Disponible en français)

OPTION 2: Work out a payment plan continued The Board also has a *Payment Agreement* form that you and your landlord can fill out and file with the Board before the hearing. If you or your landlord files the *Payment Agreement* form with the Board before the hearing, the Board can issue a consent order without holding a hearing. The consent order will be based on the payment plan set out in the *Payment Agreement* form.

If the Board issues the consent order, you will **not** have to go to the hearing. However, if the Board has not issued a consent order by the date of the hearing, go to the hearing.

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

Talk to your landlord to see if both of you can agree on a different amount. You may want to get legal advice first.

If you and your landlord agree on a different amount If you and your landlord can agree on the amount you owe, read the options above called **Pay everything you owe** and **Work out a payment plan**. You can follow one of these options, but use the different amount you and your landlord have agreed on. Go to the hearing unless the Board has issued a consent order based on a *Payment Agreement*.

If you and your landlord do not agree on a different amount If you and your landlord cannot agree on the amount you owe, go to the hearing, and, at the hearing, explain why you disagree with the amount the landlord claims you owe. If the Board decides that you owe money, you can ask for more time to pay it.

Go to the hearing

As described in this form, there are different options for dealing with the claims your landlord made in this application depending on whether or not you agree with the amount the landlord claims you owe. However, whatever you choose to do, it is important to participate in the hearing. The date, time and hearing method are shown on the Notice of Hearing that is attached to this application. (Exception: you do not have to attend the hearing if, before the hearing date, the Board issues a consent order based on a *Payment Agreement* form - however, if you and your landlord filled out the *Payment Agreement* form and you haven't received the consent order by the hearing date, go to the hearing.)

At the hearing, the landlord will have to prove the claims they made in the application and the *Notice to End your Tenancy*. You will have an opportunity to respond to the landlord's application. For example, you can explain why you disagree with the amount the landlord claimed you owe, or explain why you think you should not be evicted. You can also ask the Board for more time to pay the money you owe. If you have paid everything you owe before the hearing, or if you and your landlord have worked out a payment plan, you can tell the Board at the hearing.

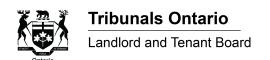
At the hearing, you can also raise other issues such as maintenance problems or harassment if you give the landlord and the Board advance notice. If you plan to raise other issues, you must give the landlord and the Board a written description of each issue at least seven days before the hearing. Include details such as a description of the issue, when it began, and when you told your landlord. You can use a Board form for this purpose. You must also give a copy of all your evidence to support your case to the landlord and the Board at least seven days before the hearing. If the Board accepts your evidence, the Board may order the landlord to pay you money. If you owe arrears of rent, this may reduce the amount you owe.

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 the Board decided, including 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 <u>tribunalsontario.ca/LTB</u>.



(Disponible en français)

THE LANDLORD'S APPLICATION

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

PART 3: GENERAL INFORMATION

| Landlord's Name and Address First Name (If there is more than 1 landlord, complete a <i>Schedule of Parties</i> form and file it with this application.) | | | | | | | | |
|---|-------------------|--------------------|-----------------|------------------------|---------------------|---------------|--------------|--------------|
| Last Name | | | | | | | | |
| Company Nar | ne (if applicable | e) | | | | | | |
| Street Address | s | | | | | | | |
| Unit/Apt./Suite | • | Municipality (City | v, Town, etc.) | | | | Prov. | Postal Code |
| Day Phone Nu | umber | | Evening Phor | ne Number | | Fax Numb | ber | |
| (|) | - | (|) | - | (|) | - |
| E-mail Addres Tenant Na | s mes and A | ddress | | | | | | |
| Tenant 1: Firs | t Name(If ther | | tenants, comp | olete a <i>Sched</i> i | ule of Parties form | and file it v | with this ap | oplication.) |
| Tenant 1: Las Tenant 2: Firs | | | | | | | | |
| Tenant 2: Las | | | | | | | | |
| | | ent from the addre | ss of the renta | ıl unit) | | | | |
| Unit/Apt./Suite | • | Municipality (City | y, Town, etc.) | | | | Prov. | Postal Code |
| Day Phone Nu | umber | | Evening Phon | e Number | | Fax Numl | ber | |
| (|) | - | (|) | - | (|) | - |
| E-mail Addres | ss | | | | | | | |

Related Applications

If you or your 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



(Disponible en français)

PART 4: REASONS FOR YOUR APPLICATION

| Shade the box completely next to each reason on v | vhich you based this applic | cation | 1. | | |
|--|-----------------------------|--------|-------|--------------|-----|
| I am applying for an order to end the tenancy and $\boldsymbol{\varepsilon}$ | evict the tenant and to col | lect: | | | |
| $\hfill \square$ the rent the tenant owes me up to the date the | y move out of the rental u | nit, a | nd | | |
| an amount for charges related to NSF cheques | the tenant gave me. | | | | |
| The tenant must be in possession of the rental unit to answer whether or not the tenant is still in posse application. | , | | | • | ely |
| Yes No If you answer no, you can | not file this application | | | | |
| Shade the circle completely to show whether the te | nant is required to pay rer | nt by | the: | | |
| The amount of rent currently on deposit: \$ | • | | | | |
| The date the rent deposit was collected: | / / dd/mm/yyyy | | | | |
| The last rental period for which the tenant was paid interest on the rent deposit: | / / dd/mm/yyyy | to | / dd/ | / mm/yyyy | |

PART 5: DETAILS OF THE LANDLORD'S CLAIM

Section 1. Rent Owing

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

| Rent P | | Rent Charged \$ | Rent Paid \$ | Rent Owing \$ | |
|--------------------|------------------|-----------------|---------------------|----------------|--|
| From: (dd/mm/yyyy) | To: (dd/mm/yyyy) | itent charged ψ | Nent Faid \$ | Trent Owing \$ | |
| 1 1 | 1 1 | • | • | • | |
| 1 1 | 1 1 | • | • | • | |
| 1 1 | <i>I I</i> | • | • | • | |
| | | | Total Rent Owing \$ | • | |

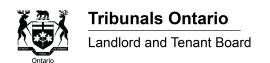
Section 2. NSF Cheque Charges

Fill in the table below if you are applying to collect money from the tenant because you had bank or administration charges for NSF cheques the tenant gave you.

I have calculated the amount of NSF bank charges and my 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 \$ |
|---------------------|------------------------------|-------------------------------------|-------------------------------|---|-----------------|
| • | I I | I I | • | • | • |
| • | 1 1 | 1 1 | • | • | • |
| • | 1 1 | 1 1 | • | • | • |
| | | Total NSF Relat | ted Charges Ov | ving \$ | • |

Attach additional sheets if necessary.

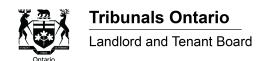


E-mail Address

Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes FORM L1

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| PART 6: TOTAL AMOUNT | DWING | | | | |
|---|-----------------------------|--------------|-------------------|-------|-------------|
| Total rent owing: (from Part 5, Section 1) | \$ | • | | | |
| Total NSF cheque related char (from Part 5, Section 2) | ges owing: \$ | • | | | |
| Application Fee: | \$ | • | | | |
| | Total: \$ | • | | | |
| PART 7: SIGNATURE | | | | | |
| Landlord/Representative's | s Signature | | | | |
| | | | / / / dd/mm/y | /ууу | |
| Who has signed the application | on? Shade the circle co | mpletely nex | t to your answer. | | |
| Landlord Legal Rep | resentative | | | | |
| Information About the Leg | jal Representative | | | | |
| Last Name | | | | | |
| LSUC # Company N | Name (if applicable) | | | | |
| Mailing Address | | | | | |
| Unit/Apt./Suite Munic | cipality (City, Town, etc.) | | F | Prov. | Postal Code |
| Day Phone Number | Evening Phone Nu | ımber | Fax Numbe | er | |
| () - | () | - | (|) | - |



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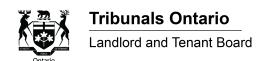
Collecting Personal Information

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 on the Board's website at tribunalsontario.ca/LTB.
- 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 on 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 tribunalsontario.ca/LTB or you can buy a copy from a Board office.

| OFFICE USE ON | ILY: | | | | |
|------------------|-----------|------|---------|------------------------|-------|
| Delivery Method: | In Person | Mail | Courier | Service Ontario Center | MS FL |



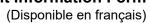
Request for French-Language Services or Request for Accommodation

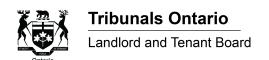
(Disponible en français)

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

Payment Information Form (Disponible en français)





| Payment Method |
|----------------|
|----------------|

| Se | lect how you are paying the application fee: |
|----|--|
| | 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. |