

# **Tribunals Ontario**

# Landlord and Tenant Board

# Form L6

# Application for Review of a Work Order about Provincial Maintenance Standards

## **Instructions**

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# SECTION A

# When to use this application

You can use this application if you want the Landlord and Tenant Board (LTB) to review a work order issued by the municipality if the work order is about enforcing the provincial maintenance standards.

You cannot file this application to request a review of any other type of work order (for example, a municipal work order which is enforcing municipal property standards by-laws).

**NOTE:** You must file this application no later than 20 days after the day the work order was issued.

# SECTION B

## How to complete this application

Read these instructions before completing the application form. You are responsible for ensuring that your application is correct and complete. Follow the instructions carefully when you complete the application form.

The information you fill in on the form will be read electronically; therefore, it is important to follow the instructions below:

- Print clearly or type and do not touch the edges of the boxes.
- If there are more boxes in a line than you need, start from the left and leave the extra boxes blank.
- Do not fill in boxes that do not apply to you (for example, if you do not have a fax number, do not fill in boxes in the space marked "Fax Number").
- If the instructions tell you to shade a box or a circle (for example, circles marked "Yes" or "No"), shade the box or circle completely.

#### **PART 1: GENERAL INFORMATION**

#### Address of the Rental Unit Covered by This Application

Fill in the complete address of the rental unit, including the unit number (or apartment or suite number) and the postal code.

If the street name includes a direction that will not fit in the five spaces provided (such as Northeast) use the following abbreviations: *NE* for Northeast, *NW* for Northwest, *SE* for Southeast, *SW* for Southwest.

#### **Example:**

If the address is: #208 at 1120 Mayfield Road North, London, this is how you should complete Part 1 of the application:

| Street Number   | Street Name       |   |  |
|---|-------------------|---|--|
| 1 1 2 0   | MAYFIELD          |   |  |
| Street Type (e.g. Street, Avenue, Road) Direction (e.g. East) Unit/Apt./Suite |                   |   |  |
| ROAD  | NORTH 208         |   |  |
| Municipality (City, Town, etc.)   | Prov. Postal Code |   |  |
| LONDON  | ON N 6 J 2 M      | 1 |  |

#### **Landlord's Name and Address**

In the *Landlord's Name and Address* section, fill in the landlord's name and address. If the landlord is a company, fill in the name of the company under "First Name". Include both daytime and evening telephone numbers and a fax number and e-mail address, if you have them.

If there is more than one landlord, fill in information about one of the landlords in this section of Part 1. Provide the names, addresses and telephone numbers of the additional landlords on the <u>Schedule of Parties</u> form which is available from the LTB website at tribunalsontario.ca/ltb.

#### **Tenant Names and Address**

In the *Tenant Names and Address* section, fill in the tenant's name. If two tenants live in the rental unit, fill in both their names. If more than two tenants live in the rental unit, fill in information about two tenants in this section of Part 1. Provide the names, addresses and telephone numbers of any additional tenants on the <u>Schedule of Parties</u> form which is available from the LTB website at tribunalsontario.ca/ltb.

#### **Mailing Address**

Fill in the tenant's mailing address **only** if it is different from the address of the rental unit. Provide the tenant's daytime and evening telephone numbers. Also provide the tenant's fax number and e-mail address if you know them.

#### **Related Applications**

If you or your tenant have filed other applications that relate to this rental unit and those applications **have not** been resolved, fill in the file number(s) in the space provided.

#### PART 2: REASONS FOR YOUR APPLICATION

In the space provided, explain the reasons why you think that the work order should be reviewed and what changes you think should be made to it. Be as specific as possible. Include the work order number and the date it was issued.

#### **Example:**

If you disagree with the amount of work to be done, or if you disagree that the work is required, give your reasons in detail. If you believe the work cannot be completed in the time allowed in the work order, then explain why and include how much time you think is required to do the work.

#### **PART 3: SIGNATURE**

If you are the landlord, shade the circle marked "Landlord". Then, sign the application form and fill in the date.

If you are the landlord's representative, shade the circle marked "Representative". Then, sign the application form and fill in the date.

#### REQUEST FOR ACCOMMODATION OR FRENCH-LANGUAGE SERVICES

The LTB wants to ensure that everyone who uses its services can ask for and receive accommodation and/or French Language services in order to be able to participate in its proceedings on an equal basis.

Shade the appropriate box or boxes on the form to indicate whether you need accommodation under the Ontario *Human Rights Code*, French-language services or both. The LTB will not include a copy of this form when we give the other parties a copy of the application form. However, the information will be included in your application file. The file may be viewed by other parties to the application.

If you require accommodation under the *Human Rights Code*, explain what services you need in the space provided.

#### PAYMENT INFORMATION FORM

Complete this form to provide the LTB with the information required to process your application. Your application will not be accepted if you do not pay the application fee at the time you file the application. If you owe money to the LTB as a result of failing to pay a fee or any fine or costs set out in an order, your application may be refused or discontinued.

You may request a fee waiver if you meet the financial eligibility requirements set out by the LTB. You will need to complete the *Fee Waiver Form* which is available from the LTB website at <a href="mailto:tribunalsontario.ca/ltb">tribunalsontario.ca/ltb</a>. For more information about fee waivers and the eligibility criteria, go to the fee waiver rules and practice direction on the Rules of Practice page of the LTB website.

### **Payment Method**

Shade the appropriate box to show whether you are paying by online payment, money order, certified cheque, Visa or MasterCard. You can <u>pay online</u> using a debit or credit card. If you pay online, email your receipt and application to LTBpayments@ontario.ca.

If you are filing my mail or courier, you can pay by credit card by completing the <a href="Credit Card Payment Form">Credit Card Payment Form</a> and submitting it with your application. You cannot pay by cash or debit card if you are filing your application by mail or courier.

## SECTION

# What to include when you file your application

To file this application, you must include the following:

- The completed L6 application form,
- A copy of the work order,
- The application fee (listed on the cover page of the application).

Your application will be refused if any of the items listed above are missing.

# SECTION

## How to file your application

You can file your application in one of the following ways:

#### 1. File by Email, Pay Online

You can <u>pay online</u> using a debit or credit card. If you pay online, email your receipt and application to <u>LTBpayments@ontario.ca</u>.

#### 2. By Mail or courier

Mail or courier your L6 application to the nearest LTB office.

To find a list of LTB <u>office locations</u> visit the LTB website at <u>tribunalsontario.ca/ltb</u>. You can also call the LTB at 416-645-8080 or 1-888-332-3234 (toll-free).

If you mail or courier your application, you can pay the application fee by certified cheque, money order, Visa or MasterCard. Certified cheques and money orders must be made payable to the Minister of Finance. If you are filing by mail or courier and paying by Visa or Mastercard, you must complete the <a href="Credit Card Payment Form">Credit Card Payment Form</a> and submit it with your application.

#### 3. By Fax

Effective December 31, 2021, the Landlord and Tenant Board (LTB) has decommissioned its fax machines assigned to regional offices. This means that except for a limited number of circumstances, the LTB no longer accepts documents, including applications, by fax.

If you must use fax to file applications or submit documents urgently because you don't have access to a computer and/or internet or can't visit a local ServiceOntario office, applicants can fax applications and documents that don't have a fee associated, or where they are eligible for a fee waiver, to 1-833-610-2242 or (416) 326-6455.

Due to Payment Card Industry (PCI) security compliance requirements, the LTB cannot accept credit card payment via fax. Applications with credit card information will be automatically deleted and not processed. Please contact the LTB at 1-888-332-3234 for information on how to submit payment information.

SECTION **E** 

# What to do if you have any questions

You can visit the LTB website at: tribunalsontario.ca/ltb

You can call the LTB at 416-645-8080 from within the Toronto calling area, or toll-free at 1-888-332-3234 from outside Toronto, and speak to one of our Customer Service Officers.

Customer Service Officers are available Monday to Friday, except holidays, from 8:30 a.m. to 5:00 p.m. They can provide you with **information** about the *Residential Tenancies Act* and the LTB's processes; they cannot provide you with legal advice. You can also access our automated information menu at the same numbers listed above 24 hours a day, 7 days a week.