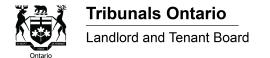


Form L9 - Checklist

Application 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.

	Is the tenant still in possession of the rental unit?
	You cannot file this application if the tenant is no longer in possession of the rental unit.
	Did you name each tenant that is in possession of the rental unit?
	Did you fill in the complete address of the rental unit?
	You must provide the full address, including the postal code. Be sure you have correctly identified the rental unit.
	Did you check your math?
	Make sure you have correctly calculated the total amounts owing in the two tables in Part 5 (Rent Owing and NSF Cheque Charges). Check the calculation across the rows of each table 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 the total amount owing in Part 6.
	Did you date and sign the application on page 5?
	If your application is not signed and dated, the Board will not accept it.



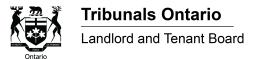
Important Information for Landlords

Use this form to apply for an order to collect rent the tenant owes you. Instructions for Form L9 are available on the Board's website at tribunalsontario.ca/ltb.

If you also want to terminate the tenancy and evict the tenant for non-payment of rent, use Form L1 instead.

- 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 and provide information about the tenant's rent.
 - **Part 5** asks you to show how you calculated the amount you believe the tenant owes 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 with the Board (not including this page). 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 LTB at the same time as you file the application. The LTB 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 LTBpayments@ontario.ca. 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



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

PART 1: ADDRESS OF THE RENTAL UNIT COVERED BY THIS APPLICATION

Otra at Namah an	Other at Niews a
Street Number	Street Name

Street Type (e.g. Street, Avenue, Road)

Municipality (City, Town, etc.)

Direction (e.g. East)

Unit/Apt./Suite

as of

1

dd/mm/yyyy

Prov. Postal Code

PART 2: TOTAL AMOUNT THE TENANT OWES

The following information is from your landlord

I am applying to the Landlord and Tenant Board for an order to collect the money you owe me.

I believe that you owe me a total of \$

This amount includes the filing fee for this application. You may also owe me any new rent that comes due after I file this application. To see how I calculated this amount, go to page 5.

The following information is from the Landlord and Tenant Board

IF YOU AGREE with the amount the landlord claims you owe:

If you agree with the amount the landlord claims you owe, you can pay everything you owe or work out a payment plan. However, read the options before you decide. You may want to get legal advice first.

Option 1: Pay	If you pay all the rent you owe plus the landlord's filing fee before the Board issues an order about this application, be sure to get a receipt.				
everything you owe	 The amount you have to pay includes: the amount set out above that the landlord is claiming in this application, plus any new rent that has come due after the landlord filed this application. 				
	Go to the hearing, where you can tell the Board what you've paid. If the landlord gave you receipts for amounts you paid, bring them to the hearing.				
OPTION 2: Work out a payment plan	If you cannot pay everything you owe right now, you can talk to your landlord to see if they are willing to work out a payment plan.				
payment plan	If you and the landlord agree to a payment plan, go to the hearing where you can explain the payment plan to the Board.				

OFFICE USE ONLY	
File Number	
v. 01/04/2022	



OPTION 2: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, you should 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. You should go to the hearing unless the Board has a issued a consent order based on a <i>Payment Agreement</i> .				
If you and your landlord do not agree on a different amount	If you and your landlord cannot agree on the amount you owe, you should go to the hearing. At the hearing, you can 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. See "Go to the hearing" below for more information about the hearing.				
Go to the hearing	 The date, time and location of the hearing are shown on the Notice of Hearing that is attached to this application. At the hearing, the landlord will have to prove the claims they made in the application. You will have an opportunity to respond to the landlord's claims. For example, you can explain why you disagree with the amount the landlord claimed you owe. 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. You can also raise other issues such as maintenance problems or harassment. If you plan to raise other issues at the hearing, it is important that you bring evidence to support your case. 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. 				
Mediation is available	If you would like to resolve this application by mediation instead of the formal hearing process, in most cases you can speak to a Board mediator on the day of your hearing.				
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 tribunalsontario.ca/ltb.



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 Schedule of Parties form and file it with this application.)

Last Name

Company Name (if applicable)

Street Address

Unit/Apt.	/Suite	Municipa	lity (City, Town, e		Prov.			
Day Phone Number			Evening	Phone Numbe	er	Fax Num	ıber	
()	-	()	-	()	-

E-mail Address

Tenant Names and Address

Tenant 1: First Name (If there are more than 2 tenants, complete a Schedule of Parties form and file it with this application.)

Tenant 1: Last Name

Tenant 2: First Name

Tenant 2: Last Name

Mailing Address (if it is different from the address of the rental unit)

Unit/Apt./Suite		Municipa	ality (City, Town,	etc.)		Prov.		
Day Pho	one Number		Evening	Phone Numb	er	Fax Nun	nber	
()	-	()	-	()	-

E-mail Address

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



Landlord and Tenant Board

PART 4: REASONS FOR YOUR APPLICATION

Shade the box completely next to each reason on which you based this application.

I am applying for an order that will require the tenant to pay me:

the rent the tenant owes me, and

an amount for charges related to NSF cheques the tenant gave me.

The tenant must be in possession of the rental unit when you file this application. Shade the circle completely to answer whether or not the tenant is still in possession of the rental unit on the date you file this application.

Yes

No If you answer no, you cannot file this application

Shade the circle completely to show whether the tenant is required to pay rent by the:

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 From: (dd/mm/yyyy)	Period To: (dd/mm/yyyy)	Rent Charged \$	Rent Paid \$	Rent Owing \$
I I	I I	•	•	
I I	I I	•	•	•
I I	I I	•	•	•
	•			

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>		•	•	•			
•	<i>I I</i>	<i>I I</i>	•	•	•			
			•	•	•			
Total NSF Related Charges Owing \$.								

Attach additional sheets if necessary.

	als Ontario and Tenant Board		Application to Co	ollect Rent the Tenant Owes FORM L9 (Disponible en français)
PART 6: TOTAL	AMOUNT OWING			
Total rent owing: (from Part 5, Secti	on 1)	\$	•	
Total NSF cheque r (from Part 5, Secti	elated charges owing: on 2)	\$	•	
Application Fee:		\$	•	
	Total: \$		•	
PART 7: SIGNAT	URE			
Landlord/Repres	entative's Signature	9		
			/ dd/mm/	<u>/</u> Ууууу
Who has signed th	e application? Shade t	he circle completely:	next to your answer.	
Landlord	Legal Representative			
Information Abo First Name	ut the Legal Represe	entative		
Last Name				
LSUC #	Company Name (if applica	ble)		
Mailing Address				
Unit/Apt./Suite	Municipality (City, To	wn, etc.)		Prov. Postal Code
Day Phone Number () E-mail Address	Ever	ning Phone Number) -	Fax Numb	er) -



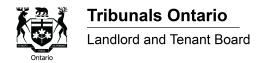
Collecting Personal Information

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.
- 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 French-Language Services or 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 ONLY:							
Delivery Method:	In Person Mai	Courier	Email	Service Ontario Center	MS 🔄 FL		



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 *Human Rights Code* to participate in the dispute resolution process. The LTB will provide accommodation for *Code* 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 <u>tribunalsontario.ca</u>.

Please explain: What accommodation do you need?



Payment Method

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 <u>Credit Card Payment Form</u> and submit it with your application.