



## Important Information for Tenants

Use this form to apply to the Board if you and your landlord signed an N10 *Agreement to Increase the Rent Above the Guideline* Form and you want the portion of the rent increase that was above the guideline returned to you because your landlord broke all or part of the agreement. The agreement required the landlord to:

- do major repairs or renovations to the rental unit,
- buy new equipment for the rental unit, or
- add a new service to your tenancy.

You must apply within two years of the date the rent increase took effect.

Instructions for Form T4 are available on the Board's website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb).

1. Complete all three parts of this application.
  - **Part 1** asks for general information about:
    - the rental unit covered by this application,
    - you and the other tenants living in the unit, your landlord and other parties to the application,
    - any other unresolved applications that relate to the rental unit.
  - **Part 2** asks you to explain the reason for your application.
  - **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 will 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 T4 application fee is **\$53**. If you are filing the application for more than one rental unit, the fee is **\$53** for the first unit and **\$5** for each additional unit to a maximum of **\$450**. 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](mailto: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](http://tribunalsontario.ca/ltb)



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

**PART 1: GENERAL INFORMATION**

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

Street Number

Street Name

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

Direction (e.g. East)

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

**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

Municipality (City, Town, etc.)

Prov.

Postal Code

Day Phone Number

Evening Phone Number

Fax Number

( ) -

( ) -

( ) -

E-mail Address

**OFFICE USE ONLY**

File Number





In the table below, provide information about the rent you have paid in the past 2 years.

**Rent Amount**

Fill in each different rent amount you paid:

- in the 2 years before you filed this application **OR**
- since you moved in (if you moved in less than 2 years ago).

**Rent Period**

- Under **From**, fill in the date you started to pay each rent amount, and
- Under **To**, fill in the last date of the rental period you were charged each rent amount.

Rent Amount \$ (per month / per week)	Rent Period	
	From: (dd/mm/yyyy)	To: (dd/mm/yyyy)
\$ .	/ /	/ /
\$ .	/ /	/ /
\$ .	/ /	/ /
\$ .	/ /	/ /

I am required to pay rent by the  month  week  other (specify) \_\_\_\_\_

**PART 3: SIGNATURE**

**Tenant/Representative's Signature**

/ /  
dd/mm/yyyy

Who has signed the application? Shade the circle completely next to your answer.

- Tenant 1     Tenant 2     Legal Representative

**Information About the Legal Representative**

First Name

Last Name

LSUC #                      Company Name (if applicable)

Mailing Address

Unit/Apt./Suite                      Municipality (City, Town, etc.)                      Prov.                      Postal Code

Day Phone Number                      Evening Phone Number                      Fax Number  
(       )                      -                      (       )                      -                      (       )                      -

E-mail Address



## 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 [Access to Records Policy](#) 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 [LTB@ontario.ca](mailto:LTB@ontario.ca) 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 [tribunalsontario.ca/ltb](http://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 Accommodation* form is available at Board offices and at the Board's website at [tribunalsontario.ca/ltb](http://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](http://tribunalsontario.ca/ltb) 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



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*.

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**Part 1: Request for French-Language Services**

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- Check this box if you want the dispute resolution process (e.g. case conferences and hearings) to be conducted in French.

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**Part 2: Request for Accommodation under the Ontario *Human Rights Code***

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- 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 [tribunalsontario.ca](http://tribunalsontario.ca).

**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 [LTBpayments@ontario.ca](mailto:LTBpayments@ontario.ca).

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.