



File Number (if applicable):

Address of Member Unit:

Unit/Apt./Suite:	Street Address:		
Municipality (City, Town, etc.):	Province:	Postal Code:	

I, _____, certify that on

/	/
dd/mm/yyyy	

I gave a copy of the following document(s):

- Notice of Termination # _____ Notice of Hearings and Application Form # _____
 Evidence Response
 Other: _____
(insert name of document)

To the following person(s):

- Co-op member Co-op
 Other: _____
(insert name of person you gave the document to)

By:

- handing it to the person
- handing it to an apparently adult person in the member unit
- leaving it in the mail box where mail is ordinarily delivered to the person
- if there is no mail box, by sliding it under the door of the member unit or through a mail slot in the door or leaving it at the place where mail is ordinarily delivered to the person
- sending it by mail to: _____
which is the person's last known residential address or business address *(indicate which)*
- sending it by courier to: _____
which is the person's last known residential address or business address *(indicate which)*
- sending it by fax to: _____
- sending it by email to: _____
- delivering it personally or sending it by mail to the Co-op's head office at:

- delivering it personally or sending it by mail to the Co-op's business office at:

- handing it to a manager or coordinator of the Co-op
- different method of service: _____

Note: It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board (LTB).

Signature: Co-op Co-op member Representative Other

First name:	Last name:	Phone number:
Signature:		Date:

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 or our Contact Center at **416-645-8080** or **1-888-332-3234** (toll free).