



**REASONS FOR THE APPLICATION**

The Co-op is applying to end the occupancy and evict the Co-op member and to collect:

- regular monthly housing charges that the Co-op member owes up to the date he or she moves out of the member unit
- any other unpaid housing charges, other than refundable amounts, that the Co-op member owes
- amounts for charges related to NSF cheques given by the Co-op member

**TOTAL AMOUNTS OWING**

Fill in the total amounts owing for the item(s) set out below:

Total Regular Monthly Housing Charges owing: \$ .

Total other Housing Charges owing (that aren't refundable): \$ .

Total NSF charges and administration fees that are owing: \$ .

Application Fee: \$ .

**The total amount owing (not including any refundable charges) is: \$ .**

**Amounts being held by the Co-op:**

Total amount of damage deposit: \$ .

Total amount of other refundable deposits: \$ .

**LEDGER**

Attach a copy of the ledger that sets out the details of all of the amounts that are owing, as well as any damage deposit or other refundable deposits that have been paid. The Co-op may also use the *Form C1 – Ledger* to set out this information and file it with the application.

What is the current regular monthly housing charge? \$ .



## **Information for the Co-op Member about the Form C1 Application**

The Co-op has applied to end your occupancy and evict you because you have not paid the regular monthly housing charges that you owe.

If you agree with the amount the Co-op claims you owe, you can pay everything you owe. If you can't pay everything you owe right now, you can talk to the Co-op to see if it is willing to work out a payment plan. However, read the options below before you decide. You may want to get legal advice first.

### **Option 1 – Pay everything you owe**

If you pay all the regular monthly housing charges that you owe, plus the Co-op's filing fee before the LTB issues an Order about this application, the Co-op will not be able to evict you for not paying the housing charges.

The amount you have to pay includes:

- The amount of the regular monthly housing charges that the Co-op is claiming that you owe in the application, plus
- Any new regular monthly housing charges that have come due after the Co-op filed this application, **and**
- The amount of the application fee.

You can pay these amounts to the Co-op directly, or to the LTB in trust. Be sure to get a receipt for any amounts you pay to the Co-op.

You must file a Response and go to the hearings even if you have paid everything you owe unless you are informed that the hearings are cancelled. If the Co-op gave you receipts for amounts you paid, you should bring them to the hearings.

### **Option 2 – Work out a payment plan**

If you cannot pay all the regular monthly housing charges that you owe right now, you can talk to the Co-op to see if it is willing to work out a payment plan.

You must file a response and go to the hearings even if you have worked out a payment plan with the Co-op unless you are informed that the hearings are cancelled.

The LTB also has a payment agreement form that you and the Co-op can fill out and file with the LTB before the hearings. You can find the payment form on the LTB's website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb). If the payment agreement form is filed with the LTB before the hearings, the LTB 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 LTB issues a consent order, you will not have to go to the hearings. However, if the LTB has not issued a consent order by the date of the hearings, go to the hearings.



**If you DO NOT agree with the amount the Co-op claims you owe**, talk to the Co-op to see if you can agree on a different amount. You may want to get legal advice first.

**If you and the Co-op agree on a different amount**, 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 the Co-op have agreed on. File a response and go to the hearings unless the LTB has issued a consent order based on a Payment Agreement.

**If you and the Co-op do not agree on a different amount**, file a response, go to the hearings and, at the hearings, explain why you disagree with the amount the Co-op claims you owe. If the LTB decides that you owe money, you can ask for more time to pay it.

### **File a response and go to the hearings**

As explained above, there are different options for dealing with the claims the Co-op made in the application, depending on whether or not you agree with the amount the Co-op claims you owe. However, whatever you choose to do, it is important to file a response and go to the hearings. The date, time and location of the hearings are shown on the Notice of Hearings that is attached to the application.

### **Important**

Unless you have received a consent order or been informed that the hearings are cancelled, you must file a response and attend the hearings. You can find additional information in the other documents included with this package.

