(Disponible en français)

#### **Important Information for Landlords**

Use this form to apply to have the Landlord and Tenant Board (LTB) review a municipal work order if the work order is about enforcing the province's maintenance standards. Instructions for Form L6 are available on the LTB website at <a href="mailto:tribunalsontario.ca/ltb">tribunalsontario.ca/ltb</a>.

Do **not** use this form to request a review of any other type of work order (for example, a municipal work order which is enforcing the municipality's property standards by-laws).

- 1. Complete all three parts of this application.
  - Part 1 asks for general information about:
    - the rental unit covered by this application,
    - you (your name, etc),
    - the tenants in possession of the rental unit,
    - any other unresolved applications that relate to the rental unit.
  - Part 2 asks you to explain why you think that the work order should be reviewed and what changes you think should be made to it.
  - 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 need additional services at the hearing.
- 3. File all pages of the application (not including this page) and a copy of the work order with the LTB no later than **20 days** after the day the work order was issued. The LTB will send you a *Notice of Hearing* showing the time and location of your hearing.
- 4. Give the municipality a copy of this application and the *Notice of Hearing* you receive from the LTB.
- 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 <a href="https://linear.org/linear.new/linear.
- 6. Contact the LTB if you have any questions or need more information.

416-645-8080 1-888-332-3234 (toll free) tribunalsontario.ca/ltb



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

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

Address of the Re	ental Unit Cove	red by T	his Application	1			
Street Number	Street Name	e					
Street Type (e.g. Street,	Avenue, Road)	Di	irection (e.g. East)	Unit/Apt./Sเ	uite		
Municipality (City, Town,	, etc.)					Prov.	Postal Code
andlord's Name	and Address						
First Name(If there is m	nore than 1 landlord,	complete a	Schedule of Parties	form and file it	with this	application.)	
ast Name							
Company Name (if appli	cable)						
Street Address							
Jnit/Apt./Suite	Municipality (0	City, Town, e	etc.)			Prov.	Postal Code
Day Phone Number		Evening	Phone Number		Fax Nu	umber	
( )	-	(	)	-	(	)	-
E-mail Address							

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



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

Tenant 1: First Name (If the	ere are more tha	ın 2 tenants, d	complete a <i>Sche</i>	dule of Partie	s form and file	it with this a	application.)	
Tenant 1: Last Name								
Tenant 2: First Name								
Tenant 2: Last Name								
Mailing Address (if it is diffe	rent from the add	dress of the r	rental unit)					
Unit/Apt./Suite	Municipality (	City, Town, e	etc.)			Prov.	Postal Code	
Day Phone Number		Evening P	Phone Number		Fax Nu	ımber		
( )	-	(	)	-	(	)	-	
E-mail Address								
Related Applications	5							
If you or your tenant f	filed other ap		that relate to	this rental	I unit and th	iose appl	ications have	not
	filed other ap		that relate to File Numbe		I unit and th	iose appl	ications have	not
If you or your tenant f been resolved, list the	filed other ap				l unit and th	iose appl	ications have	not
If you or your tenant f been resolved, list the File Number 1	filed other ap ir file numbe	rs below.	File Numbe		l unit and th	iose appl	ications have	not
If you or your tenant f been resolved, list the File Number 1	filed other ap ir file numbe OR YOUR AP	rs below.	File Numbe	r 2				
If you or your tenant f been resolved, list the File Number 1  PART 2: REASON FO I am applying to the L standards and I want	Filed other ap ir file numbe OR YOUR AP TB because I the LTB to re	PLICATIO  disagree veview it.	File Numbe	r <b>2</b> k order issu	ued related t	to the pro	ovincial mainte	
If you or your tenant f been resolved, list the File Number 1  PART 2: REASON FO	Filed other ap ir file numbe OR YOUR AP TB because I the LTB to re	PLICATIO  disagree veview it.	File Numbe	r <b>2</b> k order issu	ued related t	to the pro	ovincial mainte	
If you or your tenant f been resolved, list the File Number 1  PART 2: REASON FO I am applying to the L standards and I want	Filed other ap ir file numbe OR YOUR AP TB because I the LTB to re	PLICATIO  disagree veview it.	File Numbe	r <b>2</b> k order issu	ued related t	to the pro	ovincial mainte	
If you or your tenant f been resolved, list the File Number 1  PART 2: REASON FO I am applying to the L standards and I want	Filed other ap ir file numbe OR YOUR AP TB because I the LTB to re	PLICATIO  disagree veview it.	File Numbe	r <b>2</b> k order issu	ued related t	to the pro	ovincial mainte	
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If you or your tenant f been resolved, list the File Number 1  PART 2: REASON FO I am applying to the L standards and I want	Filed other ap ir file numbe OR YOUR AP TB because I the LTB to re	PLICATIO  disagree veview it.	File Numbe	r <b>2</b> k order issu	ued related t	to the pro	ovincial mainte	
If you or your tenant f been resolved, list the File Number 1  PART 2: REASON FO I am applying to the L standards and I want	Filed other ap ir file numbe OR YOUR AP TB because I the LTB to re	PLICATIO  disagree veview it.	File Numbe	r <b>2</b> k order issu	ued related t	to the pro	ovincial mainte	



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PART 3: SIGNA	TURE									
Landlord/Repre	esentative's	s Signa	ture				,			
								<b>/</b> dd/	/ mm/yyyy	
Who has signed t	the application	on? Shad	de the	circle	e comple	tely nex	t to yo	ur answe	er.	
Landlord	Legal Rep	resentat	ive							
Information Ab	out the Leg	gal Repi	esent	ative	e					
First Name										
Last Name										
LSUC#	Company N	Name (if ap	plicable)	)						
Mailing Address										
Unit/Apt./Suite	Munic	ipality (Cit	y, Town,	etc.)					Prov.	Postal Code
Day Phone Number			Evening	g Phon	ne Number			Fax N	umber	
( )	-		(		)	-		(	)	-
E-mail Address										



(Disponible en français)

#### **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 LTB 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 LTB offices and at the LTB's website at <a href="tribunalsontario.ca/ltb">tribunalsontario.ca/ltb</a>.
- 2. You can ask the LTB 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 LTB 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 LTB offices and at the LTB'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 LTB can order either the landlord or the tenant to pay the other's costs related to the application.
- 5. The LTB has *Rules of Practice* that set out rules related to the application process and *Interpretation Guidelines* that explain how the LTB might decide specific issues that could come up in an application. You can read the *Rules and Guidelines* on the LTB's website at <a href="mailto:tribunalsontario.ca/ltb">tribunalsontario.ca/ltb</a> or you can buy a copy from a LTB office.

OFFICE USE ON	NLY:						
Delivery Method:	In Person	Mail	Courier	Email	Service Ontario Cente	r MS	FL



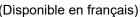
### Request for French-Language Services or Request for Accommodation

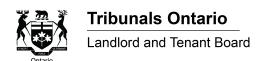
(Disponible en français)

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 <i>Human Rights Code</i> to participate in the dispute resolution process. The LTB will provide accommodation for <i>Code</i> 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 <a href="tribunalsontario.ca">tribunalsontario.ca</a> .
Please explain: What accommodation do you need?

### Payment Information Form (Disponible en français)





Select how you are paying the application fee:
Online Payment Receipt #:
<b>Note:</b> 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 Credit Card Payment Form and submit it with your application.