



## Important Information for Landlords

Use this form to apply for an order to **end a tenancy** and **evict a tenant** if the tenant gave you a notice to end their tenancy or you and the tenant agreed to terminate the tenancy. Instructions for Form L3 are available on the LTB'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 the 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 select 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. File all pages of the application with the LTB (not including this page) no later than **30 days** after the termination date set out in the notice the tenant gave you or the agreement to terminate the tenancy.
3. 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 file the application in person, you can pay the fee by cash, credit card, debit card, certified cheque or money order (certified cheques and money orders must be made payable to the Minister of Finance). If you mail the application, you can't pay by cash or debit card.
4. You must also file the following documents with your application:
  - a copy of the notice or agreement to terminate the tenancy,
  - a signed declaration or a sworn affidavit confirming the contents of the notice or agreement to terminate the tenancy.
5. Contact the LTB 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

**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

Municipality (City, Town, etc.)

Prov.

Postal Code

Day Phone Number

Evening Phone Number

Fax Number

( ) -

( ) -

( ) -

E-mail Address

**OFFICE USE ONLY**

File Number



**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

**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

File Number 2

**PART 2: REASON FOR YOUR APPLICATION**

Shade the appropriate box completely to indicate whether you are applying to end the tenancy and evict the tenant based on a *Tenant's Notice to End the Tenancy* or an *Agreement to End the Tenancy*. Also indicate the date the tenancy is supposed to end.

The tenant gave me a notice to end the tenancy.

The tenant agreed to end the tenancy.

What is the date the tenancy is supposed to end?

/      /
dd/mm/yyyy



**PART 3: SIGNATURE**

**Landlord/Representative's Signature**

/ /  
dd/mm/yyyy

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

Landlord       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**

Under section 185 of the *Residential Tenancies Act, 2006*, the Landlord and Tenant Board has the right to collect the personal information requested on this form. We use the information to resolve your application. After you file the form, your information may also be available to the public. If you have questions about how the Board uses your personal information, contact one of our Customer Service Officers at **416-645-8080** or **1-888-332-3234 (toll free)**.

**Important Information from the Landlord and Tenant Board**

1. After the landlord files the application, the LTB will normally issue an order terminating the tenancy without holding a hearing.
2. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.
3. The LTB can order either the landlord or the tenant to pay the other's costs related to the application.
4. The LTB 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 LTB's website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb) or you can buy a copy from an LTB office.

**OFFICE USE ONLY:**

Delivery Method:     In Person     Mail     Courier     Email     Efile     Fax                      MS  FL



File Number

I, \_\_\_\_\_ of the City/Town/Municipality of \_\_\_\_\_

declare that:

To the best of my knowledge, the information in this form is complete and accurate. I understand that it is an offence under s.234 of the *Residential Tenancies Act, 2006* to file false or misleading information in this form.

Name

Signature

Date (dd/mm/yyyy)



## Payment Method

Select how you are paying the application fee:

Cash     Debit Card     Money Order     Certified Cheque

Money orders and certified cheques must be made payable to the "Minister of Finance"

**Credit Card:**     Visa     MasterCard

Credit Card Number:	Expiry Date (mm/yy):
Cardholder's Name:	
Cardholder's Signature:	

**Important:** The information you fill in is confidential. It will be used to process your application, but will not be placed on the application file.