



# Tribunals Ontario

## Landlord and Tenant Board

### Form L3

# Application to End a Tenancy and Evict a Tenant - Tenant gave notice or agreed to end the tenancy

### Instructions

- **Section A:** When to use this application ..... [p. 1](#)
- **Section B:** How to complete this application..... [p. 1](#)
- **Section C:** What to include when you file your application..... [p. 3](#)
- **Section D:** How to file your application..... [p. 4](#)
- **Section E:** What to do if you have any questions..... [p. 5](#)



### **Landlord's Name and Address**

In the *Landlord's Name and Address* section, fill in the landlord's name and address. If the landlord is a company, fill in the name of the company under "First Name". Include both daytime and evening telephone numbers and a fax number and e-mail address, if you have them.

If there is more than one landlord, fill in information about one of the landlords in this section of Part 1. Provide the names, addresses and telephone numbers of the additional landlords on the [Schedule of Parties](#) form which is available from the LTB website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb).

### **Tenant Names and Address**

In the *Tenant Names and Address* section, fill in the tenant's name. If two tenants live in the rental unit, fill in both their names. If more than two tenants live in the rental unit, fill in information about two tenants in this section of Part 1. Provide the names, addresses and telephone numbers of any additional tenants on the [Schedule of Parties](#) form which is available from the LTB website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb).

### **Mailing Address**

Fill in the tenant's mailing address **only** if it is different from the address of the rental unit. Provide the tenant's daytime and evening telephone numbers. Also provide the tenant's fax number and e-mail address if you know them.

### **Related Applications**

If you or your tenant have filed other applications that relate to this rental unit, and those applications **have not** been resolved, fill in the file numbers in the space provided.

## **PART 2: REASONS FOR YOUR APPLICATION**

Shade the appropriate box to indicate whether you are applying to end the tenancy and evict the tenant because the tenant gave you a *Notice to End the Tenancy* or because you and the tenant agreed in writing to end the tenancy.

Fill in the date the tenancy is supposed to end. This is the termination date the tenant included in the notice or the date that you and the tenant agreed to end the tenancy.

## **PART 3: SIGNATURE**

If you are the landlord, shade the box marked "Landlord". Then, sign the application form and fill in the date.

If you are the landlord's representative shade the box marked "Representative". Then, sign the application form and fill in the date.

## PAYMENT INFORMATION FORM

Complete this form to provide the LTB with the information required to process your application. Your application will not be accepted if you do not pay the application fee at the time you file the application. If you owe money to the LTB as a result of failing to pay a fee or any fine or costs set out in an order, your application may be refused or discontinued.

You may request a fee waiver if you meet the financial eligibility requirements set out by the LTB. You will need to complete the *Fee Waiver Form* which is available from the LTB website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb). For more information about fee waivers and the eligibility criteria, go to the fee waiver rules and practice direction on the Rules of Practice page of LTB website.

### Payment Method

Shade the appropriate box to show whether you are paying by online payment, money order, certified cheque, Visa or MasterCard. You can [pay online](#) using a debit or credit card. If you pay online, email your receipt and application to [LTBpayments@ontario.ca](mailto:LTBpayments@ontario.ca).

If you are filing my mail or courier, you can pay by credit card by completing the [Credit Card Payment Form](#) and submitting it with your application. You cannot pay by cash or debit card if you are filing your application by mail or courier.

#### SECTION

### C

## What to include when you file your application

To file this application, you must include the following:

- The completed L3 application form,
- A copy of the *Notice to End the Tenancy (Form N9)*, or the written agreement to end the tenancy
- A signed declaration or sworn affidavit which confirms the contents of the written agreement or notice to end the tenancy,
- The application fee (listed on the cover page of the application).

**Your application will be refused if any of the items listed above are missing.**

**Information you should include in the declaration or affidavit:**

- the date you and the tenant entered into the tenancy agreement,
- the termination date set out in the *Notice to End the Tenancy* or the *Agreement to End the Tenancy*, the date(s) the tenant signed the *Notice to End the Tenancy* or the *Agreement to End the Tenancy*,

- the name(s) of the person(s) who signed the *Notice to End the Tenancy* or the *Agreement to End the Tenancy*.

You should state that the notice was not entered into or the agreement signed at the time the tenancy agreement was entered into. If you and the tenant agreed to end the tenancy, you should also confirm that you did not enter into another agreement later that changed or replaced your original agreement.

The declaration and affidavit forms are available on the LTB's website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb).

## SECTION

## D

## How to file your application

You can file your application in one of the following ways:

### 1. File by Email, Pay Online

You can [pay online](#) using a debit or credit card. If you pay online, email your receipt and application to [LTBpayments@ontario.ca](mailto:LTBpayments@ontario.ca).

### 2. By Mail or courier

Mail or courier your L3 application to the nearest LTB office.

To find a list of LTB [office locations](#) visit the LTB website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb). You can also call the LTB at 416-645-8080 or 1-888-332-3234 (toll-free).

If you mail or courier your application, you can pay the application fee by certified cheque, money order, Visa or MasterCard. Certified cheques and money orders must be made payable to the Minister of Finance. If you are filing by mail or courier and paying by Visa or Mastercard, you must complete the [Credit Card Payment Form](#) and submit it with your application.

### 3. By Fax

Effective December 31, 2021, the Landlord and Tenant Board (LTB) has decommissioned its fax machines assigned to regional offices. This means that except for a limited number of circumstances, the LTB no longer accepts documents, including applications, by fax.

If you must use fax to file applications or submit documents urgently because you don't have access to a computer and/or internet or can't visit a local ServiceOntario office, applicants can fax applications and documents that don't have a fee associated, or where they are eligible for a fee waiver, to 1-833-610-2242 or (416) 326-6455.

Due to Payment Card Industry (PCI) security compliance requirements, the LTB cannot accept credit card payment via fax. Applications with credit card information will be automatically deleted and not processed. Please contact the LTB at 1-888-332-3234 for information on how to submit payment information.

SECTION

**E What to do if you have any questions**

You can visit the LTB website at: [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb)

You can call the LTB at 416-645-8080 from within the Toronto calling area, or toll-free at 1-888-332-3234 from outside Toronto, and speak to one of our Customer Service Officers.

Customer Service Officers are available Monday to Friday, except holidays, from 8:30 a.m. to 5:00 p.m. They can provide you with **information** about the *Residential Tenancies Act* and the LTB's processes; they cannot provide you with legal advice. You can also access our automated information menu at the same numbers listed above 24 hours a day, 7 days a week.