



Tribunals Ontario

Landlord and Tenant Board

Request to Extend Deadline Instructions

- **Section A:** [Reasons for making a request to extend deadline](#)
- **Section B:** [How to complete a request to extend deadline](#)
- **Section C:** [What to include when you file a request](#)
- **Section D:** [How to file your request](#)
- **Section E:** [What to do if you have any questions](#)



Tribunals Ontario

Landlord and Tenant Board

Section A: Reasons for making a request to extend deadline

Request to extend deadline

The LTB may extend the amount of time a party has to do something for any matter in its proceeding, except for the time requirements listed in section 56 of Ontario Regulation 516/06 under the *Residential Tenancies Act, 2006* (“Act”).

If the request to extend deadline is granted, the LTB will accept the motion, request, application or submission that the party wants to file after the deadline. If the request is not granted, the motion, request, application or submission will not be accepted.

The time limits the LTB may consider extending in a Request to Extend Time include:

1. A Landlord’s Motion to Set Aside an Order to Void (s.74(9) of the Act) - the deadline for filing the motion is 10 days after the order was issued.
2. A Tenant’s Motion to Set Aside an Ex Parte Order (s.77(6) or s.78(9) of the Act) - the deadline for filing the motion is 10 days after the order was issued.
3. A request to amend an order (LTB Rule of Procedure 24) – the deadline for filing the request is 30 days after the order was issued.
4. A request to review a decision or order (LTB Rule of Procedure 26) – the deadline for filing the request is 30 days after the order was issued.
5. The deadline for filing a request to re-open an application resolved by a mediated agreement (LTB Rule of Procedure 13) – the deadline for filing the request is one year after the mediated agreement was signed, unless the parties agreed to a longer time.
6. The deadline for filing written submissions or evidence for a hearing – deadline is contained in the Board’s order, direction or endorsement.
7. A Landlord’s application for a determination of whether grounds for refusing consent to an assignment of a site for a mobile home are reasonable (s.159(2) of the Act) – the deadline is 15 days after the tenant’s request for the landlord’s consent to an assignment.
8. A Landlord’s request for a review of a work order issued by an inspector (s.226(1) of the Act) – the deadline is 20 days after the work order was issued.

If your request is denied, you cannot make a further request to extend the same time requirement unless there has been a significant change in circumstances since the original request.



Tribunals Ontario

Landlord and Tenant Board

Note: The LTB cannot extend time for a landlord to file an L3 Application (s.77(1) of the Act) or an L4 Application (s.78(1) of the Act).

Section B: How to complete a request to extend deadline

Read these instructions before completing the request form. Follow the instructions carefully when you complete the form. You are responsible for ensuring that your request is correct and that you have provided all the facts and reasons to support your request.

It is important to follow the instructions below:

- Print clearly or type into each section.
- Do not fill in sections that do not apply to you.
- If the instructions tell you to shade a box (for example, boxes marked “Yes” or “No”), shade the box completely.

Part 1: General information

Requester’s information

Choose the appropriate box to indicate whether you are a landlord, tenant or other party.

Fill in your name and address. Provide your telephone number. Also provide your e-mail address.

Unit, building or complex covered by the request

Fill in the complete address of the rental unit, including the unit number (or apartment or suite number) and the postal code.

If the street name includes a direction that will not fit in the space provided (such as Northeast) use the following abbreviations: NE for Northeast, NW for Northwest, SE for Southeast, SW for Southwest.

Example:

If the address is: #208 at 1120 Mayfield Road North, London, N6J 2M1, this is how you should complete Part 1 of the application:



Tribunals Ontario

Landlord and Tenant Board

Part 1: General Information

Address of the Rental Unit Covered by This Application

Street Number: 1120	Street Name: Mayfield Road North	Unit/Apt./Suite: 208
Municipality (City, Town, etc.): London	Province: ON	Postal Code: N6J 2M1

Part 2: Explanation for your request

Choose the appropriate box or boxes to indicate what type of request you are making.

Explain why you are making the request in the space provided on the form. You must provide a reason for why the request was not brought in time.

For example:

- A tenant could explain that they want an extension of time to file a motion to set aside an eviction order that was issued by the LTB without a hearing because the tenant was in hospital when the order was issued and unable to file the motion within 10 days of the order being issued. The tenant could include a hospital discharge report to support this request.
- A landlord could explain that they want an extension of time to file a request to review an order because the landlord's address listed on the tenant's application is incorrect and therefore the landlord did not receive the order within 30 days of the date it was issued by the LTB. The landlord could include proof of their correct address to support this request.

If you have already filed a request to extend deadline you must explain the change in circumstances since you made the original request. Your request will be denied if there has not been a significant change in circumstances. A further request to extend deadline cannot be used to provide additional reasons or evidence which could have been provided with the original request.

In deciding whether to grant your request, the LTB Member may consider the following factors in Rule 16.4 of the [LTB's Rules of Procedure](#):

- a. Any prejudice (harm) you or another the party may experience if the request is granted or not granted
- b. Whether there is any way the prejudice may be remedied (addressed)
- c. Whether this request is made in good faith



Tribunals Ontario

Landlord and Tenant Board

- d. If the request is for an extension of time, the length of the delay in filing the document and the reason for it
- e. Any other factors the LTB Member considers relevant in the circumstances

You may wish to consider addressing these factors in your request.

Part 3: Signature

Shade the box that describes who you are (Tenant, Landlord, Other). Then, sign the request and fill in the date.

If you are the representative shade the box for “Representative”. Then, sign the request and fill in the date.

Section C: What to include when you file a request

Include with your request any documents that you refer to in your explanation or that you think support your request.

If using a medical document to support your claim it should include:

- information about the medical issue, such as a diagnosis.
- the effect of the medical condition on your ability to attend and participate in a hearing.
- a medical professional’s opinion about when you will be well enough to attend a hearing and participate in a hearing.

Unless there are exceptional circumstances, a request to extend deadline must be accompanied by the motion, request, application, or submission that the party wants to file after the deadline.

If an extension of deadline is granted and the document was not filed with the request, the LTB will direct that the document be filed, and any filing fee be paid, by a specific date. If the document is not filed by that date, it will be refused.

Section D: How to file your request

To make sure you include all the information the LTB needs, it’s recommended you use the LTB’s standard [Request to Extend Deadline form](#) to make your request.

If you do not want to use the form, you can make the request by [email](#) or letter instead.



Tribunals Ontario

Landlord and Tenant Board

The letter or email should clearly identify the type of request being made and the relevant LTB file number. It must also include the same information that is requested in the LTB's standard form; specifically:

1. The requesting party's name, contact information and status in the application;
2. The timeline the requesting party wants to extend; and
3. The reasons for the request – consider the factors set out in Rule 16.4 of the [LTB's Rules of Procedure](#).

Submit the form, letter or email to the LTB using one of the below methods.

1. Tribunals Ontario Portal

Complete the form and upload online using the [Tribunals Ontario Portal](#).

2. Email

Submit by email to ltb@ontario.ca.

3. Mail or Courier

Mail or courier should be addressed to:

Landlord and Tenant Board
15 Grosvenor Street, Ground Floor
Toronto, Ontario M7A 2G6

4. ServiceOntario Centres

Please visit [ServiceOntario Centres](#) for a list of locations that accept applications and documents on behalf of the LTB.

Section E: What to do if you have any questions

You can visit the LTB website at: <https://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 Contact Centre Representatives.

Contact Centre Representatives 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.



Tribunals Ontario

Landlord and Tenant Board

You can also access our automated information menu at the same numbers listed above 24 hours a day, 7 days a week.