



File Number

Address of Rental Unit:	
Unit /Apt. /Suite:	Street Address:
Municipality (City, Town, etc):	Postal Code:

I, _____, certify that on

/	/
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,
(dd/mm/yyyy)

I gave a copy of the following document(s):

- L10 Application Notice of Hearing
 Other _____

(insert name of document)

to the following person(s):

- The (former) Tenant
 Other _____

(insert the name of the person you gave the document to)

- More than one former tenant, who is a party to the same application, on the same date and in the same way.
(If you shade this circle, attach a list of names and addresses of the people you served.)

By the following method of service:

- handing the document(s) to the former tenant(s).
 handing the document(s) to an adult person at the former tenant(s) current residence, at: _____
 sending the document(s) by mail to the former tenant(s) current residence, at: _____
 sending the document(s) by courier to the former tenant(s) current residence, at: _____
 leaving the document(s) in the mailbox, or place where mail is ordinarily delivered at the former tenant(s) current residence, at: _____
 placing the document(s) under the door or through a mail slot in the door of the former tenant(s) current residence, at: _____
 by email at: _____

You may use email if:

- during the tenancy the former tenant(s) agreed in writing to receive documents by email; **and**
- you can prove the former tenant(s) received the document(s).

If you are unable to use one of the above methods to serve the former tenant, submit a *Request to use Alternative Service Method* to the Landlord and Tenant Board at least 40 days before the scheduled hearing.



Notes:

1. Do not use this form if the tenant is still living in the rental unit.
2. You must give each former tenant a copy of the L10 Application and the Notice of Hearing at least 30 days before the hearing.
3. You must complete this form and give it to the Landlord and Tenant Board at least 20 days before the hearing. If you do not your hearing may be canceled, and your application closed.
4. At the hearing you may be asked about how you determined the former tenant's current residence.
5. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.

Signature

Landlord Representative Other

First Name	Last Name	Phone Number
Signature (the person who served the documents must sign the form)		Date (dd/mm/yyyy)

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 [Access to Records Policy](#) 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 LTB@ontario.ca or our Contact Center at **416-645-8080** or **1-888-332-3234** (toll free).



OFFICE USE ONLY:										
Delivery Method:	<input type="checkbox"/> In Person	<input type="checkbox"/> Mail	<input type="checkbox"/> Courier	<input type="checkbox"/> Email	<input type="checkbox"/> e-File	<input type="checkbox"/> Fax	MS <input type="checkbox"/>	FL <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>