



File Number

Requesting Party's Information

Landlord Tenant Other Party

First Name

Last Name

Mailing Address

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Email Address

Day Phone Number

Evening Phone Number

Fax Number

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Unit, Building or Complex Covered by the 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

I am requesting that the LTB shorten:

- the time for serving a Notice of Hearing and schedule an early hearing for my application.
- the deadline to file an Application for a Rent Increase above the Guideline.

I am requesting that the LTB extend the deadline to:

- file a Request to Review an Order.
- file a Request to Amend an Order.
- file a Request to Re-open an Application resolved by mediation.
- file a Motion to Set Aside an *Ex Parte* Order.
- other: _____

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

File Number

More information is available in the Instructions.

Explain why your request should be granted. Include any documents that you think may support your request.

In deciding your request, the LTB Member may consider:

- Any prejudice (harm) you or another the party may experience if the request is granted or not granted
- Whether there is any way the prejudice may be remedied (addressed)
- Whether this request is made in good faith
- If the request is for an extension of time, the length of the delay in filing the document and the reason for it
- Any other factors the LTB Member considers relevant in the circumstances.

Note: If the LTB refuses your request to extend or shorten time, you may not make a further request regarding the same time requirement unless there has been a significant change in circumstances.

Attach additional sheets if necessary

Signature Landlord Landlord Representative Tenant Tenant Representative Other

First Name

Last Name

LSO #	Email Address	Phone Number
Signature		Date (dd/mm/yyyy)

For LTB Use Only:

The request to extend/shorten time is: Granted Denied

Reasons:

Name of Member: _____ Signature: _____ Date: _____