



Tribunals Ontario

Landlord and Tenant Board

Request to Shorten Time Instructions

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Section A: Reasons for making a request to shorten time

Request to shorten time to hearing

A landlord, tenant or another party to an application, motion or request that has been filed with the LTB that will result in a hearing may file a request to shorten time to hearing. If the request is granted, the hearing will be held sooner than it would otherwise. If the request is denied the hearing will be scheduled according to the LTB's usual timeline. If the request is denied the person who made the request cannot make a further request to shorten the time to the same hearing unless there has been a significant change in circumstances since the original request.

A landlord who has not filed their *Application for a Rent Increase above the Guideline* at least 90 days before the effective date of the first intended rent increase referred to in the application may file a request to shorten time. If the request is granted, the application will be accepted by the LTB. If the request is denied, the application will not be accepted.

Section B: How to complete a request to shorten time

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.



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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:

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.

For example:

- A tenant who has filed a Tenant Application about Maintenance (Form T6) could explain that they want a shortened time to hearing because the furnace has not been repaired by the landlord and the rental unit is very cold. The request should provide details about the temperature in the rental unit and the impact on the tenant.
- A landlord who has filed an Application to End a Tenancy and Evict a Tenant (Form L2) based on a Notice to your Tenancy for Illegal Act (N6) could explain that they want a shortened time to hearing because the tenant's illegal acts



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threaten another tenant's health and safety. The request should include details about the tenant's conduct and its impact on others.

- A landlord who has filed an Application to Evict a Tenant for Non-payment of Rent (Form L1) could explain that they want a shortened time to hearing because the tenant has not paid rent in many months and the arrears are high, causing the landlord significant personal or financial hardship. The request should include specific details about how the landlord has been impacted by the rent arrears and supporting documents.
- A landlord who has filed an Application to End a Tenancy and Evict a Tenant (Form L2) based on a Notice to End your Tenancy Because the Landlord, a Purchaser or a Family Member Requires the Rental Unit (N12) could explain that they want a shortened time to hearing because they have entered into an agreement of purchase and sale for the rental unit and the sale may not be completed if the tenant does not move out to allow the purchaser to move into the unit. The request should include documents that set out the closing date of the sale and that it is unlikely to be extended. The request could also include information about the purchaser's current housing situation to explain why they need to move into the rental unit on an urgent basis.
- AGI Applications must be filed 90 days before the First Effective Date (FED) claimed on page 1 of the application. If the filing date is less than 90 days before the FED, then you can submit a Request to Shorten Time for filing the application. For example: If you experienced a personal emergency and were unable to file your application 90 days before the FED, then you can submit a Request to Shorten Time. You must explain what prevented you from filing on time and how you or the Tenants may be prejudiced if the request is granted or not granted.

If you have already filed a request to shorten the same time requirement, 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 shorten the same time requirement 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](#):



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- 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
- 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.

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 Shorten Time form](#) to make your request.

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



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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 Centre**

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