



Tribunals Ontario

Landlord and Tenant Board

Form T3

Tenant Application for a Rent Reduction

Instructions

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SECTION**A****When to use this application**

You can use this application to apply to the Landlord and Tenant Board (LTB) for an order reducing your rent because the landlord:

- reduced or discontinued a service or facility,
- or
- experienced a decrease in municipal taxes and charges.

Note: Current tenants can apply for both of the above reasons in this application. Former tenants can only apply for a rent reduction because the landlord reduced or discontinued a service or facility while they were still a tenant.

SECTION**B****How to complete this application**

Read these instructions before completing the application form. You are responsible for ensuring that your application is correct and complete. Follow the instructions carefully when you complete the application form.

The information you fill in on the form will be read electronically; therefore, it is important to follow the instructions below:

- Print clearly or type and do not touch the edges of the boxes.
- If there are more boxes in a line than you need, start from the left and leave the extra boxes blank.
- Do not fill in boxes that do not apply to you (for example, if you do not have a fax number, do not fill in boxes in the space marked “Fax Number”).
- If the instructions tell you to shade a box or a circle (for example, circles marked “Yes” or “No”), shade the box or circle completely.

PART 1: GENERAL INFORMATION**Address of the Rental Unit Covered by this Application**

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 five spaces 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:

Street Number	Street Name	
1 1 2 0	M A Y F I E L D	
Street Type (e.g. Street, Avenue, Road)	Direction (e.g. East)	Unit/Apt./Suite
R O A D	N O R T H	2 0 8
Municipality (City, Town, etc.)	Prov.	Postal Code
L O N D O N	O N	N 6 J 2 M 1

Tenant Names and Address

In the *Tenant Names and Address* section, fill in your name. If two tenants live in the rental unit, fill in both your 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.

Mailing Address

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

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.

Related Applications

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

PART 2: REASONS FOR FILING THIS APPLICATION

Shade the appropriate boxes to indicate the reasons for your application.

The most the LTB can order based on your claims is \$35,000. If you believe the landlord owes you more than \$35,000, and you want to collect the full amount, you should apply to court and not to the LTB. Once the LTB issues an order based on your application, you no longer have any claim to amounts greater than \$35,000.

Reason 1: My landlord has reduced or discontinued a service or facility in the last 12 months.

Shade the box next to *Reason 1* if you are applying for a rent reduction because you believe your landlord has reduced or discontinued a service or facility. You can only apply for this reason if the service or facility was reduced or discontinued in the last 12 months.

Complete the table as follows:

- list each service or facility that the landlord reduced or discontinued,
- indicate whether the service or the facility was reduced or discontinued, and
- fill in the date the service was reduced or discontinued.

If you are not sure of the exact date, indicate you are unsure and write in the approximate date. Attach additional sheets if necessary.

Note: If you live in a care home, you cannot apply for a reduction in rent if care services or meals have been reduced or discontinued. Do not list reduced or discontinued care services or meals on the chart on the form.

Rent History

You must provide a rent history for the past year, or, if you have lived in the rental unit for less than one year, you must provide a rent history from the date you moved into the rental unit to the present.

Fill in the date you moved into the rental unit in the space provided, and then complete the table as follows:

- In the first column of the table, indicate the rent you paid 12 months before you filed the application (or the rent you paid when you moved in, if you moved in less than 12 months ago). Include any charges you paid separately to the landlord.
- In the second and third columns fill in the start date and end date of the period over which you paid this rent. Repeat this process for each period you paid a different rent over the past 12 months.
- Shade the appropriate circle to indicate whether you pay rent by the month, week, or other. If you choose “other”, fill in the frequency of rent payments (for example, bi-weekly) in the space provided.

Example:

Allen Wong is making an application on January 15, 2015 for a rent reduction. He moved into the rental unit on May 1, 2013. At that time, he paid a rent of \$850 per month. On January 15, 2014, he was still paying \$850 per month. On May 1, 2014 his rent was increased to \$876.35 per month. Here is how he would fill out the *Rent History* information.

Rent History: When did you move into the rental unit covered by the application?

0	1	/	0	5	/	2	0	1	3
---	---	---	---	---	---	---	---	---	---

dd/mm/yyyy

In the table below provide information about the rent you have paid in the past 12 months.

Rent Amount

Fill in each different rent amount you paid:

- in the 12 months before you filed this application, **OR**
- since you moved in (if you moved in less than 12 months ago).

Rent Period

- Under **From**, fill in the date you started to pay each rent amount, and
- Under **To**, fill in the last date of the rental period you were charged each rent amount.

Rent Amount \$ (per month / per week)	Rent Period	
	From: (dd/mm/yyyy)	To: (dd/mm/yyyy)
\$ <input type="text"/> <input type="text"/> <input type="text"/> 8 5 0 . 0 0	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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I am required to pay rent by the month week other (specify)

Reason 2: The municipal taxes and charges for the residential complex have decreased.

Shade the box next to *Reason 2* if you are applying for a rent reduction because you believe that there was a decrease in the municipal taxes and charges for the residential complex.

Normally, when deciding if the landlord’s taxes have decreased, the LTB will consider the taxes for the complex for the two calendar years before you file the application. However, if the taxes for an earlier year were decreased by an appeal decision, the LTB will consider the taxes for the calendar year which changed as a result of the appeal decision and the calendar year before that. In that case, you must apply within 12 months of the date the appeal was decided.

Complete the table as follows:

- In the first row, fill in the *Base Year* and the *Reference Year*. The base year is the calendar year in which the municipal tax decrease took effect. The reference year is the calendar year before the base year; For example if the property taxes for the complex decreased in 2014 the base year would be 2014 and the reference year would be 2013.
- In the second row, fill in the total property taxes for the complex for the base year and the reference year.

Note: There are special rules for applying if the municipality issues the tax notice for a particular year late (after November 1 of the following year). You can contact the LTB for further information.

You must attach to the application evidence of the amount of property taxes charged by the municipality for the base year and the reference year.

PART 3: SIGNATURE

If you are the tenant, shade either the circle marked “Tenant 1” or “Tenant 2”, depending on whether you filled in your name under “Tenant 1” or “Tenant 2” on page 1 of the form. Then, sign the application form and fill in the date.

If you are the tenant’s representative, shade the circle marked “Tenant’s Representative”.

REQUEST FOR ACCOMMODATION OR FRENCH-LANGUAGE SERVICES

The LTB wants to ensure that everyone who uses its services can ask for and receive accommodation and/or French Language services in order to be able to participate in its proceedings on an equal basis.

Shade the appropriate box or boxes on the form to indicate whether you need accommodation under the *Ontario Human Rights Code*, French-language services or both. The LTB will not include a copy of this form when we give the other parties a copy of the application form. However, the information will be included in your application file. The file may be viewed by other parties to the application.

If you require accommodation under the *Human Rights Code*, explain what services you need in the space provided.

PAYMENT AND SCHEDULING 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. 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 the LTB website.

Part 1: Payment Method

Shade the appropriate box to show whether you are paying by cash, debit card, money order, certified cheque, Visa or MasterCard. You cannot pay by cash or debit card if you are filing your application by fax or mail. Due to Payment Card Industry (PCI) security compliance requirements, the LTB can no longer accept credit card payment via fax.

If you are paying by credit card, include the cardholder's name and signature, the card number and expiry date. The information you fill in on this part of the form is confidential. It will be used to process your application, but will not be placed on the application file.

Part 2: Information Required to Schedule the Hearing

The LTB will normally schedule your hearing between 3 weeks and 6 weeks after the date you file your application. The LTB will schedule your hearing on the first available hearing date within this 3 week period. If there are any dates that you are not available during this 3 week period, list them here. The LTB will not schedule your hearing on the date(s) you indicate you are not available and will schedule your hearing on the next available hearing date. **The LTB will not contact you to schedule a hearing.**

SECTION

C

What to include when you file your application

To file this application, you must include the following:

- The completed T3 application form
- The application fee (listed on the cover page of the application).

Your application will be refused if you do not pay the application fee.

If you are applying for a rent reduction because you believe that there was a decrease in the municipal taxes and charges for the complex, you must also include evidence of the amount of property taxes charged by the municipality for the base year and reference year.

SECTION

D

How to file your application

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

1. In Person at the nearest LTB office.

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

If you file your application in person at an LTB office, you can pay the application fee by cash, debit card, certified cheque, money order, Visa or MasterCard.

2. By Mail

Mail your T3 application to the nearest LTB office.

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

If you mail your application, you can pay the application fee by certified cheque or money order, Visa or MasterCard.

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 can no longer 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.

Certified cheques and money orders must be made payable to the *Minister of Finance*.

SECTION

E

What to do if you have any questions

You can visit the LTB website at: 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.