(Disponible en français)

#### **Important Information for Landlords**

Use Form L2 to apply for an order to:

- **end a tenancy** and **evict a tenant** after you give the tenant one of the following *Notices to End* your *Tenancy*: **N5**, **N6**, **N7**, **N8**, **N12** or **N13**,
- **end a tenancy and evict** a tenant because the tenant abandoned the rental unit, or because the tenant is a superintendent whose employment ended,
- **collect money** you believe the tenant owes you for:
  - remaining in the rental unit after the termination date,
  - NSF cheques the tenant gave you,
  - damaging the rental unit,
  - unpaid utility bills,
  - costs that you incurred because the tenant or someone else visiting or living in the rental
    unit substantially interfered with your reasonable enjoyment or lawful right, privilege or
    interest,
  - misrepresenting income in social housing

Instructions for Form L2 are available on the Landlord and Tenant Board (LTB) website at sito.ca/LTB.

- 1. Complete this application.
  - **Part 1** asks for general information about:
    - the rental unit covered by this application,
    - you (your name, etc.),
    - the tenants in possession of the rental unit,
    - any other unresolved applications that relate to the rental unit.
  - Part 2 asks you to select and explain the reasons for your application if you are applying to end a tenancy.
  - Part 3 asks, if you are applying to collect money the tenant owes you, to:
    - select and explain the reasons for your application, and
    - show how you calculated the amount you believe the tenant owes you.
  - Part 4 requires your signature or that of your representative, and, if you are being represented, your representative's contact information.
- 2. Complete the *Request for French-Language Services or Request for Accommodation* form at the end of this application if you need additional services at the hearing.
- 3. Complete Schedule A if you are applying to end a tenancy and evict a tenant based on a Form N13:

  Notice to End Your Tenancy at the End of the Term Because the Landlord Wants to Demolish the Rental
  Unit, Repair it or Convert it to Another Use.
- 4. Complete Schedule B if you are applying because you gave the tenant a Form N12: Notice to End your Tenancy Because the Landlord, a Purchaser or a Family Member Requires the Rental Unit.
- 5. File all pages of the application with the LTB (not including this page) no more than **30 days** after the termination date set out in the notice you gave to the tenant. If you gave the tenant a *Notice to End your Tenancy*, include a copy of the notice you gave the tenant and a *Certificate of Service* showing how and when you gave the tenant the *Notice to End your Tenancy*. The LTB will send you a *Notice of Hearing* showing the time and location of your hearing.
- 6. Pay the application fee of **\$201** to the LTB at the same time as you file the application **(or \$186 if you** e-File). The LTB will not process your application unless you pay the fee. If you file the application in person, you can pay the fee by cash, credit card, debit card, certified cheque or money order (certified



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cheques and money orders must be made payable to the Minister of Finance). If you mail the application, you can't pay by cash or debit card. If you e-File the application, you must pay by credit card or debit card.

7. Contact the LTB if you have any questions or need more information.

416-645-8080 1-888-332-3234 (toll free) tribunalsontarioca/LTB

Read the instructions carefully before completing this form. Print or type in capital letters.

### PART 1: GENERAL INFORMATION

Street Number	Street Name		
Street Type (e.g. Street, Avenu	e, Road) Direction (e.g. Eas	un Un	it/Apt. Suite
Municipality (City, Town, etc.)	Prov.	Po	stal Code
_andlord's Name an	d Address		
		f Parties form and file it with this applicati	on.)
_ast Name			
Company Name (If applicable)			
Company Name (If applicable) Street Address			
Company Name (If applicable) Street Address	unicipality (City, Town, etc.) Pro	v. Postal Code	
	unicipality (City, Town, etc.) Pro	v. Postal Code Fax Number	



	es and Current Address
Tenant 1. First Name	e (If there are more than 2 tenants, complete a Schedule of Parties form and file it with this application.)
Tenant 1: Last Name	
Tenant 2: First Name	
Tenant 2: Last Name	
Current Address	
Unit/Apt./Suite	Municipality (City,Town,etc.) Prov. Postal Code
Day Phone Number	Evening Phone Number Fax Number
Email Address	
Related Applic	ations
If you or your te	enant filed other applications that relate to this rental unit and those applications have not ist their file numbers below.
File Number 1	File Number 2
Is the Tenant S	Still in Possession of the Rental Unit?
	t be in possession of the rental unit when you file this application, unless you are applying fuse you believe the tenant abandoned the rental unit).
	opriate circle completely to answer whether the tenant is still in possession of the rental unit file this application.
☐ Yes ☐ No	If you answer no, you cannot file this application unless you are applying for Reason 2.
	oved out of the rental unit in the past year and you want to collect money you believe the wes you may file an L10 application.

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#### PART 2: APPLYING TO END A TENANCY

If you want the LTB to end the tenancy and evict the tenant, shade the box completely next to your reason for applying.

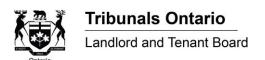
I am applying to evict the tenant because:
Reason 1: I gave the tenant one of the following <i>Notices to End your Tenancy.</i>
Shade the box(es) completely next to the notice(s) you gave the tenant and on which you are basing this application. Also indicate the termination date in the <i>Notice to End your Tenancy</i> in the space provided.
Notice <b>N5</b> : Notice to End your Tenancy for Interfering with Others, Damage or Overcrowding.
Notice <b>N6</b> : Notice to End your Tenancy for Illegal Acts or Misrepresenting Income in a Rent-Geared-to-Income Rental Unit.
Notice <b>N7</b> : Notice to End your Tenancy for Causing Serious Problems in the Rental Unit or Residential Complex.
☐ Notice <b>N8:</b> Notice to End your Tenancy at the End of the Term.
Notice <b>N12:</b> Notice to End your Tenancy Because the Landlord, a Purchaser or a Family Member Requires the Rental Unit.
Notice <b>N13:</b> Notice to End your Tenancy Because the Landlord Wants to Demolish the Rental Unit, Repair it or Convert it to Another Use.
What is the termination date in the notice you selected above?  dd/mm/yyyy
Reason 2: I believe the tenant abandoned the rental unit.
The tenant must owe arrears of rent for the LTB to determine that the tenant abandoned the rental unit.
Please explain: Why do you believe the tenant abandoned the rental unit?
Attach more sheets, if necessary
Reason 3: The tenant occupies a superintendent's unit and their employment as superintendent ended.



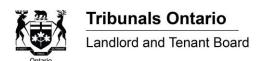
	employment end	(	dd/mm/yyyy			
<b>PART 3: APPLYIN</b>	IG TO COLLECT N	IONEY THE TENAI	NT MAY OWE YOU	J		
Provide the addit tenant's rent and	s) completely nextional information tional information the rent deposit ot use this applica	depending on your to help the LTB	our reason for ap determine how n	plying. Also, prov nuch the tenant o	vide information owes you.	
Reason 1	L: The tenant mu	st pay for each d	ay they stay in th	ne rental unit afte	er the termination	n date.
	2: The tenant mu t gave me.	st pay the bank o	charges and relat	ed administration	ı charges for NSF	<sup>:</sup> cheques
No	<b>te</b> : the maximur	n administration	charge you can o	claim for each che	eque is \$20.00.	
	t former tenant o			F cheques as follo	ows:	_
Cheque Amount \$	Date of Cheque dd/mm/yyyy	Date of NSF Charge Incurred dd/mm/yyyy	Bank Charge for NSF Cheque \$	Landlord's Administration Charge \$	Total Charge \$	
			Total NSF Relat	ed Charges Owing \$		
		Attach additional	sheets if necessar	v.		
		needen daarerenan	sneets " needsa!	,.		
Information ab	out the tenant'	s rent and rent	deposit			
You must provide owe you.	e the following in	formation to help	the LTB determi	ine the amount o	f money the tena	ant may
The amount of	rent currently	on deposit: \$				
The date the re	ent deposit was	collected:				
The last rental	period for whic					



ine total reaso	onable out-of-pock	et expenses I ha	ve incurred or will in	cur as a result
of the tenant's	failure to pay utili	ty costs are: \$		
I have calculat	ted the amount the	tenant owes me	for utility costs as f	follows:
Name of Utility Provider	Date of Utility Bill	Total Bill Amount	Amount Paid by Former Tenant	Amount Owing by Former Tenant
			TOTAL \$	
			TOTAL \$	
d any nococca	ry additional inform	nation about each	n utility expense you	ı are claiming.
u arry riecessa				
u any necessa				
u arry frecessa				
u ally flecessa				
u ally flecessa				



	Note: Do not select this reason if the tenant caused damage to the rental unit or residential complex or did not pay utility bills.  The reasonable costs I have incurred are: \$
	explain: How did the tenant or someone else visiting or living in the rental unit
substar	<b>explain:</b> How did the tenant or someone else visiting or living in the rental unit tially interfered with your reasonable enjoyment or lawful right, privilege or interest? details about your expenses and how they are connected to this conduct.
substar	tially interfered with your reasonable enjoyment or lawful right, privilege or interest?
substar	tially interfered with your reasonable enjoyment or lawful right, privilege or interest?
substar	tially interfered with your reasonable enjoyment or lawful right, privilege or interest?
substar	tially interfered with your reasonable enjoyment or lawful right, privilege or interest?
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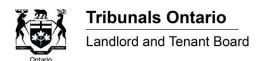


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<b>Reason 6:</b> The tenant lives in a rent-geared-to-income rental unit and has misrepresented their income or that of family members living in the rental unit. The tenant must pay the additional amount they would have been required to pay had they not misrepresented their income.
The tenant must pay me \$
e explain: How did you calculate the additional amount you are claiming the tenant owes?
Attach more sheets, if necessary

## PART 4: TOTAL AMOUNT OWING

Total NSF, charges owing:		•
(From Part 3, Reason 2)		\$ I
Total Utility costs owing:		
(From Part 3, Reason 3)		\$
Total costs for damages owing:		
(From Part 3, Reason 4)		\$
Total costs relating to substantial interference owing:		
(From Part 3, Reason 5)		\$
Total costs for misrepresentation of income:		
(From Part 3, Reason 6)		\$
Application Fee:		
Application i co.	Total:	\$



RT 6: SIGNAT		Signat	ure														
										/ d	/ d/mm/y	ууу					
Who has signed the	application	? Shad	e the ci	rcle c	omple	etel	y nex	t to	your	ansv	ver.						
☐ Landlord ☐ L	egal Repre	sentati	ve														
Information Abou	t the Lega	ıl Repr	esenta	tive													
First Name																	
Last Name																	
LSUC#	Company Na	me (if app	plicable)														
Mailing Address																	
Unit/Apt./Suite	Municipality	(City, To	own, etc.)								Prov.	Po	stal (	Code			
Day Phone Number			Evening F	hone N	lumbe	r				Fax	Numbe	r					
( )	-		(	)			-			(		)			-		
E-mail Address																	

(Disponible en français)

#### **Collecting Personal Information**

Under section 185 of the *Residential Tenancies Act, 2006*, the Landlord and Tenant Board has the right to collect the personal information requested on this form. We use the information to resolve your application. After you file the form, your information may also be available to the public. If you have questions about how the LTB uses your personal information, contact one of our Customer Service Officers at **416-645-8080** or **1-888-332-3234 (toll-free).** 

#### Important Information from the Landlord and Tenant Board

- 1. You can ask the LTB to provide French-language services at your hearing. If you are the applicant, you can fill out the *Request for French-Language Services or Request for Accommodation* form included at the end of this application. If you are the respondent, the *Request for French-Language Services or Request for Accommodation* form is available at LTB offices and on the LTB website at tirbunalsontario.ca/LTB.
- 2. You can ask the LTB to make special arrangements (called a Request for Accommodation) under the Ontario *Human Rights Code* to help you participate in the hearing. For example, you can ask the LTB to make arrangements to provide a sign-language interpreter. You can make a request for accommodation under the *Code* by telephone, fax or mail. If you are the applicant, you can fill out the *Request for French-Language Services or Request for Accommodation* form included at the end of this application. If you are the respondent, the *Request for French-Language Services or Request for Accommodation* form is available at LTB offices and on the LTB website at tribunalsontario.ca.ca/LTB.
- 3. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.
- 4. The LTB can order either the landlord or the tenant to pay the other's costs related to the application.
- 5. The LTB has *Rules of Practice* that set out rules related to the application process and *Interpretation Guidelines* that explain how the LTB might decide specific issues that could come up in an application.

  You can read the *Rules and Guidelines* on the LTB website at tribunalsontario.ca/LTB.



# Schedule A – Additional Information Ending a Tenancy for Demolition, Repairs or Conversion to Another Use (Disponible en français)

You must complete this Schedule if you are applying to end a tenancy and evict a tenant based on an N13: Notice to End your Tenancy Because the Landlord Wants to Demolish the Rental Unit, Repair it or Convert it to Another Use.

Part A: Permits
The LTB will not issue an order ending the tenancy and evicting a tenant unless you have obtained all permits required to do the work or have taken all reasonable steps to obtain the permits.
Shade the circle below completely to indicate whether you have obtained the permits.
Have you obtained the necessary building permits to do the work? $\square$ Yes $\square$ No
If you answered "yes", you should provide copies to the tenant and the LTB before the hearing.
If you answered "no", you must obtain the necessary permits or have taken all reasonable steps to obtain the permits by the date of the hearing. If you have not done so, the LTB may dismiss your application. If you have obtained the permits by the date of the hearing, you should bring three copies of the permits to the hearing (one for yourself, one for the tenant and one for the LTB).
Part B: Compensation
The LTB will not issue an order ending the tenancy and evicting the tenant unless you have compensated the tenant or offered them another rental unit that is acceptable to them. Answer the questions below to indicate how you have compensated the tenant. See the instructions for more information about your requirements for compensating the tenant.
☐ I have given the tenant \$ in compensation.
☐ I have offered the tenant another rental unit and the tenant has accepted it.
If the rental unit is in a care home, you must make reasonable efforts to find alternative accommodation for the tenant that is appropriate to their care needs.

**Exception:** You are not required to compensate the tenant or offer them another rental unit if you were ordered to demolish the rental unit or to do the repairs under a municipal property standards by-law or by

another authority. Shade the box below completely if this applies to your situation.

	Tribunals Ontario
Ontario	Landlord and Tenant Board

☐ I was ordered to demolish the rental unit or to do the repairs under a municipal property standards	by-
law or by another authority.	

### Part C: Previous N12 or N13 Notices

If you have given any other N12 or N13 Notices in the past two years for this rental unit or any other rental unit you must complete the chart and provide all the requested information:

Date the Notice was served	Address of the rental unit	Intended Occupant (N12) or Intended Activity (N13)	LTB File (where applicable)

Attach additional sheets if necessary.



### Schedule B – Additional Information Ending a Tenancy for Landlord's Own Use

(Disponible en français)

Complete this schedule if you are applying to end a tenancy because:

- the landlord, landlord's immediate family or a person providing care services to the landlord or family member requires the rental unit for residential occupation, or
- the landlord has entered into an agreement of purchase and sale of the rental unit and the purchaser requires possession of the rental unit for the purpose of residential occupation.

#### Part A: Compensation

The LTB will not issue an order ending the tenancy and evicting the tenant unless you have compensated the tenant in an amount equal to one month's rent or offered them another rental unit that is acceptable to them. Answer the questions below to indicate how you have compensated the tenant. See the instructions for more information about your requirements for compensating the tenant.

I have given the tenant \$	in compensation.
I have offered the tenant another rental u	nit and the tenant has accepted it.
I will give the tenant \$	in compensation. I understand that this must be paid

#### **Part B: Declaration**

You must also submit to the LTB a declaration signed by the person who wants to move into the unit. The declaration must be submitted with this application. In the declaration, the person who intends to move in must say that he or she, in good faith, requires the rental unit for his or her own use for a period of at least one year. The Board will not accept your application without the declaration.

Instead of a declaration you can file a sworn affidavit. The affidavit must be sworn or affirmed before a Notary Public or Commissioner of Oaths.

#### Part C: Previous N12 or N13 Notices

If you have given any other N12 or N13 Notices in the past two years for this rental unit or any other rental unit you must complete the chart and provide all the requested information:

Date the Notice was served	Address of the rental unit	Intended Occupant (N12) or Intended Activity (N13)	LTB File (where applicable)

Attach additional sheets if necessary.





Request for French-Language Services or Request for Accommodation (Disponible en français)

Use this form to ask the Landlord and Tenant Board (LTB) to provide French-language services or to let the LTB know you need accommodation under the Ontario *Human Rights Code*.

Part 1: Request for French-Language Services				
Check this box if you want the dispute resolution process (e.g. case conferences and hearings) to be conducted in French.				
Part 2: Request for Accommodation under the Ontario Human Rights Code				
Check this box if you need accommodation under the Ontario Human Rights Code to participate in the dispute resolution process. The LTB will provide accommodation for Code related needs to help you throughout the application and hearing process in accordance with the Tribunals Ontario Accessibility and Accommodation Policy.				

Please explain: What accommodation do you need?