



**Certificate of Service -**  
**Serving a Former Tenant or Tenant No Longer in Possession of the Rental Unit**  
(Disponible en français)

File Number:

**Address of Rental Unit:**

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

I, \_\_\_\_\_

certify that on

dd/mm/yyyy

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

- Application Form L10  
 Other \_\_\_\_\_  
 (insert name of document)

Notice of Hearing

**to the following person(s):**

- the (former) tenant       Other

\_\_\_\_\_  
 (Insert the name of the person you gave the document to)

- more than one 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 tenant(s).  
 handing the document(s) to an adult person at the tenant(s) current residence, at:  
  
 sending the document(s) by mail to the tenant(s) current residence, at:  
  
 sending the document(s) by courier to the tenant(s) current residence, at:  
  
 leaving the document(s) at the place where mail is ordinarily delivered, sliding the document(s) under the door or putting the document(s) through a mail slot at the tenant(s) current residence at:

If you are unable to use one of the above methods to serve the former tenant or tenant no longer in possession of the rental unit, you may submit a *Request to use Alternative Service Method* to the Landlord and Tenant Board at least 30 days before the scheduled hearing.

**Notes:**

- Do not use this form if the tenant is still living in the rental unit.
- You must complete this form and give it to the Landlord and Tenant Board at least 30 days before the hearing. If you do not your hearing may be canceled, and your application closed.



3. At the hearing you may be asked about how you determined the tenant's current residence.
4. 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

(       )       -

v. 30/11/2015

Signature (the person who served the documents must sign the form)	Date (dd/mm/yyyy)
--	-------------------

**OFFICE USE ONLY:**

Delivery Method:  In Person  Mail  Courier  Email  Efile  Fax    FL

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 Board uses your personal information, contact one of our Customer Service Officers at **416-645-8080** or **1-888-332-3234 (toll free)**.

DRAFT