



## 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 [sjto.ca/LTB](http://sjto.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



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)**  
[tribunalsontario.ca/LTB](http://tribunalsontario.ca/LTB)

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

**PART 1: GENERAL INFORMATION**

**Address of the Rental Unit Covered by This Application**

<b>Street Number</b>	<b>Street Name</b>	
<input type="text"/>	<input type="text"/>	
<b>Street Type (e.g. Street, Avenue, Road)</b>	<b>Direction (e.g. East)</b>	<b>Unit/Apt. Suite</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Municipality (City, Town, etc.)</b>	<b>Prov.</b>	<b>Postal Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Landlord's Name and Address**

First Name (If there is more than 1 landlord, complete a *Schedule of Parties* form and file it with this application.)

Last Name

Company Name (If applicable)

Street Address

<b>Unit/Apt./Suite</b>	<b>Municipality (City, Town, etc.)</b>	<b>Prov.</b>	<b>Postal Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Day Phone Number</b>	<b>Evening Phone Number</b>	<b>Fax Number</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-mail Address



**Tenant Names and Current Address**

Tenant 1: First Name (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 Applications**

If you or your tenant filed other applications that relate to this rental unit and those applications have not been resolved, list their file numbers below.

File Number 1

File Number 2

**Is the Tenant Still in Possession of the Rental Unit?**

The tenant must be in possession of the rental unit when you file this application, unless you are applying for Reason 2 (because you believe the tenant abandoned the rental unit).

Shade the appropriate circle completely to answer whether the tenant is still in possession of the rental unit on the date you file this application.

Yes     No    If you answer no, you cannot file this application unless you are applying for Reason 2.

If the tenant moved out of the rental unit in the past year and you want to collect money you believe the former tenant owes you may file an L10 application.



**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 *Notices to End your Tenancy*.

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 *Notice to End your Tenancy* in the space provided.

- Notice **N5:** *Notice to End your Tenancy for Interfering with Others, Damage or Overcrowding.*
- Notice **N6:** *Notice to End your Tenancy for Illegal Acts or Misrepresenting Income in a Rent-Geared-to-Income Rental Unit.*
- Notice **N7:** *Notice to End your Tenancy for Causing Serious Problems in the Rental Unit or Residential Complex.*
- Notice **N8:** *Notice to End your Tenancy at the End of the Term.*
- Notice **N12:** *Notice to End your Tenancy Because the Landlord, a Purchaser or a Family Member Requires the Rental Unit.*
- Notice **N13:** *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.



The tenant's employment ended on:   
dd/mm/yyyy

**PART 3: APPLYING TO COLLECT MONEY THE TENANT MAY OWE YOU**

Shade the box(es) completely next to the reason(s) for which you believe the tenant owes you money. Provide the additional information depending on your reason for applying. Also, provide information about the tenant's rent and the rent deposit to help the LTB determine how much the tenant owes you.

**Note:** you cannot use this application to collect money for rent arrears the tenant may owe you.

- Reason 1:** The tenant must pay for each day they stay in the rental unit after the termination date.
- Reason 2:** The tenant must pay the bank charges and related administration charges for NSF cheques the tenant gave me.

**Note:** the maximum administration charge you can claim for each cheque is \$20.00.

The total amount former tenant owes for NSF cheques is: \$

I have calculated the amount of the former tenant owes me for NSF cheques as follows:

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 \$
<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"/>
Total NSF Related Charges Owing \$					<input type="text"/>

*Attach additional sheets if necessary.*

**Information about the tenant's rent and rent deposit**

You must provide the following information to help the LTB determine the amount of money the tenant may owe you.

**The amount of rent currently on deposit: \$**

**The date the rent deposit was collected:**

**The last rental period for which the tenant was paid interest on the rent deposit:**  to



- Reason 3:** The tenant did not pay utility costs (utilities means heat, electricity and water) that they were required to pay under the terms of the tenancy agreement while they were living in the rental unit.

The total reasonable out-of-pocket expenses I have incurred or will incur as a result of the tenant's failure to pay utility costs are: \$

I have calculated the amount the tenant owes me for utility costs as follows:

Name of Utility Provider	Date of Utility Bill	Total Bill Amount	Amount Paid by Former Tenant	Amount Owing by Former Tenant
<b>TOTAL \$</b>				

Add any necessary additional information about each utility expense you are claiming.

- Reason 4:** The tenant or someone else visiting or living in the rental unit willfully or negligently caused damage to the rental unit or residential complex. The former tenant must pay the reasonable costs necessary to repair or replace the damaged property.

The reasonable costs I have incurred or will incur to repair or replace the damaged property is: \$



**Please explain:** What were the damages to the property? How did you calculate the costs you are claiming to repair or replace the damaged property?

**Reason 5:** The tenant or someone else visiting or living in the rental unit substantially interfered with landlord's reasonable enjoyment or lawful right, privilege or interest. The tenant must pay the reasonable out-of-pocket expenses I incurred as a result of this conduct.

**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: \$

**Please explain:** How did the tenant or someone else visiting or living in the rental unit substantially interfere with your reasonable enjoyment or lawful right, privilege or interest? Provide details about your expenses and how they are connected to this conduct.



- Reason 6:** 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 \$

**Please 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)	\$	<input type="text"/>
Total Utility costs owing: (From Part 3, Reason 3)	\$	<input type="text"/>
Total costs for damages owing: (From Part 3, Reason 4)	\$	<input type="text"/>
Total costs relating to substantial interference owing: (From Part 3, Reason 5)	\$	<input type="text"/>
Total costs for misrepresentation of income: (From Part 3, Reason 6)	\$	<input type="text"/>
Application Fee:		
Total:	\$	<input type="text"/>



**PART 6: SIGNATURE**

**Landlord/Representative's Signature**

		/			/				
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dd/mm/yyyy

Who has signed the application? Shade the circle completely next to your answer.

- Landlord    
  Legal Representative

**Information About the Legal Representative**

First Name

Last Name

LSUC #                      Company Name (if applicable)

Mailing Address

Unit/Apt./Suite                      Municipality (City, Town, etc.)                      Prov.                      Postal Code

Day Phone Number                      Evening Phone Number                      Fax Number

E-mail Address





## 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 [tribunalsontario.ca/LTB](http://tribunalsontario.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/LTB](http://tribunalsontario.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](http://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?  Yes  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.



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.*

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**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 unit and the tenant has accepted it.
- I will give the tenant \$  in compensation. I understand that this must be paid no later than the termination date in the Form N12 notice.

**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:



# Tribunals Ontario

Landlord and Tenant Board

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.*

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**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*.

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**Part 1: Request for French-Language Services**

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- Check this box if you want the dispute resolution process (e.g. case conferences and hearings) to be conducted in French.

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**Part 2: Request for Accommodation under the Ontario *Human Rights Code***

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- 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?