



Form L10 - Checklist

Application to Collect Money a Former Tenant Owes

Before you file the attached application with the Landlord and Tenant Board, make sure you can answer **YES** to each of the following questions. If not, your application to the Board may be dismissed, which means you may have to start over.

- Did the tenant move out of the rental unit on or after [proclamation date]?**

You cannot file this application if the tenant is still living in the rental unit or moved out before [proclamation date].

- Did the tenant move out of the rental unit within the last year?**

You cannot file this application if the former tenant moved out more than one year ago.

- Did you name each former tenant of the rental unit?**

- Did you fill in the complete address of the rental unit?**

You must provide the full address, including the postal code. Be sure you have correctly identified the rental unit.

- Did you fill in the complete current address for each former tenant named in the application, if known?**

You can leave this blank if you do not know the former tenant's current address. However, after the Board issues a Notice of Hearing you must give the former tenant a copy of this application and the Notice of Hearing personally or at the former tenant's current residence. If you cannot use these methods to serve the former tenant you can submit a *Request to use Alternative Service*.

- Did you select the applicable reason(s) and provide all of the requested details?**

- Did you check your math?**

Make sure you have correctly calculated the total amounts owing. Check the calculation across the rows of each table and then check the total amounts in the final columns.

Also check to be sure that the amount in the box on page 1 matches the total amount owing in Part 5.

Did you date and sign the application on page 10?

If your application is not signed and dated, the Board will not accept it.

Important Information for Landlord

Use Form L10 if the tenant has already moved out of the rental unit and you want to apply for an order to:

- collect rent arrears or compensation that you believe the former tenant owes you,
- collect an amount for charges related to NSF cheques the former tenant gave you,
- collect costs you believe the former tenant owes you for unpaid utility bills,
- collect money you believe the former tenant owes you for damaging the rental unit,
- collect costs that you incurred because the former tenant or someone else visiting or living in the rental unit substantially interfered with your reasonable enjoyment or lawful right, privilege or interest.

You must file this application no later than one year after the former tenant moved out of the rental unit.

If the tenant is still living in the rental unit and you want to collect rent arrears, use the Form L9 instead.

If the tenant is still living in the rental unit and you want to collect money for unpaid utilities (heat, electricity, water), damages or costs you incurred related to substantial interference use the Form L2 instead.

Instructions for Form L10 are available on the Landlord and Tenant Board (LTB) website at sjto.ca/LTB.

1. Complete this application.

- **Part 1** asks for information about the address of the rental unit covered by this application.
- **Part 2** requires you to fill in the total amount you believe the former tenant owes you.
- **Part 3** asks for general information about:
 - you (your name, etc.)
 - the date the former tenant moved out of the rental unit,
 - the former tenant's current address,
 - your email address and the former tenant's email address, if known
 - any other unresolved applications that relate to the rental unit.
- **Part 4** requires you to:
 - select and explain the reason(s) for your application, and
 - show how you calculated the amount you believe the former tenant owes you.
- **Part 5** asks you to show how you calculated the total amount you believe the former tenant owes you.
- **Part 6** 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 the checklist that is attached to the application to make sure you have completed the application form correctly. Do not include the checklist when you file the application.
4. File all pages of the application with the LTB (not including this page) no more than **356 days** after the day the former tenant moved out of the rental unit. The LTB will send you a notice of hearing showing the time and method of your hearing.
5. Pay the application fee of **\$201** to the LTB at the same time as you file the application. 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.
6. Give each of the former tenants named in this application a separate copy of the application and the Notice of Hearing issued by the LTB. You must do this at least **30 days** before the hearing using one of the methods listed in the *Certificate of Service -Former Tenant*. If you cannot use one of these methods, you can ask the Board for permission to serve the documents in a different way by submitting a *Request to use Alternative Service*. You must submit this request at least 30 days before the hearing.
7. File a completed *Certificate of Service -Former Tenant* with the LTB setting out how and when you gave each former tenant a copy of this application and the Notice of Hearing. You must file the completed Certificate of Service with the LTB at least **20 days** before the hearing. If the LTB does not receive the Notice of Hearing by this deadline it may cancel your hearing and close your application.
8. Contact the LTB if you have any questions or need more information.

416-645-8080

1-888-332-3234 (toll free)

sjto.ca/LTB

PART 1: ADDRESS OF THE RENTAL UNIT COVERED BY THIS APPLICATION

Street Number

Street Name

Street Type (e.g. Street, Avenue, Road)

Direction (e.g. East)

Unit/Apt. Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

PART 2: TOTAL AMOUNT THE FORMER TENANT OWES

The following information is from your landlord

I am applying to the Landlord and Tenant Board for an order:

- to collect the money you owe me.

I believe that you owe me a total of \$ as of
dd/mm/yyyy

This amount includes the filing fee for this application. To see how I calculated this amount, go to page 10.

The following information is from the Landlord and Tenant Board

IF YOU AGREE with the amount the landlord claims you owe:

If you agree with the amount the landlord claims you owe, you can pay everything you owe or work out a payment plan. However, read the options before you decide. You may want to get legal advice first.

OPTION 1: Pay everything you owe If you pay all the arrears and costs you owe plus the landlord's filing fee before the Board issues an order about this application, be sure to get a receipt. Go to the hearing, where you can tell the Board what you've paid. If the landlord gave you receipts for amounts you paid, bring them to the hearing.

OPTION 2: Work out a payment plan If you cannot pay everything you owe right now, you can talk to your landlord to see if they are willing to work out a payment plan. If you and the landlord agree to a payment plan, go to the hearing where you can explain the payment.

IF YOU DO NOT AGREE with the amount the landlord claims you owe:

Talk to your landlord to see if both of you can agree on a different amount. You may want to get legal advice first.

If you and your landlord agree on a different amount If you and your landlord can agree on the amount you owe, read the options above called **Pay everything you owe** and **Work out a payment plan**. You can follow one of these options, but use the different amount you and your landlord have agreed on. You should go to the hearing and tell the Member about your agreement.

If you and your landlord do not agree on a different amount

If you and your landlord cannot agree on the amount you owe, you should go to the hearing. At the hearing, you can explain why you disagree with the amount the landlord claims you owe. If the Board decides that you owe money, you can ask for more time to pay it. See "Go to the hearing" below for more information about the hearing.

Go to the hearing

The date, time and method of the hearing are shown on the Notice of Hearing that is attached to this application. At the hearing, the landlord will have to prove the claims they made in the application. You will have an opportunity to respond to the landlord's claims. For example, you can explain why you disagree with the amount the landlord claimed you owe. You can also ask the Board for more time to pay the money you owe. If you have paid everything you owe before the hearing, or if you and your landlord have worked out a payment plan, you can tell the Board at the hearing.

After the hearing

The Board will make a decision and issue an order that will be sent to you by email or mail at your current address. The order will tell you what the Board decided, including what you have to pay. You should read the order to be sure it is correct and that you understand it.

For more information: You can contact the Landlord and Tenant Board at **416-645-8080** or toll-free at **1-888-332-3234** or visit the Board's website at sjto.ca/LTB.

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PART 3: GENERAL INFORMATION

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

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Day Phone Number

Evening Phone Number

Fax Number

E-mail Address

Former 1 Tenant Name 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

Current Address

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Day Phone Number

Evening Phone Number

Fax Number

Email Address

Former Tenant 2 Name and Current Address

Tenant 2: First Name (If there are more than 2 tenants, complete a *Schedule of Parties* form and file it with this application.)

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

The former tenant moved out of the rental unit on

dd/mm/yyyy

Note: You must file this application no later than **one year** from the date the former tenant moved out of the rental unit.

PART 4: APPLYING TO COLLECT MONEY THE FORMER 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.

- Reason 1:** The former tenant owes:
- rent arrears and/or
 - compensation for each day they remained in the rental unit after the tenancy was terminated.

The total arrears and compensation the former tenant owes is: \$

I have calculated the amount of rent and compensation the former tenant owes me as follows:

Rent Period		Rent Charged \$	Rent Paid \$	Rent Owing \$
From (dd/mm/yyyy)	To: (dd/mm/yyyy)			
<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 Rent Owing \$				<input type="text"/>

The amount of rent currently on deposit: \$

The date the rent deposit was collected:
dd/mm/yyyy

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

- Reason 2:** I have bank or administration charges for NSF cheques the former tenant gave me during the tenancy

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 \$
Total NSF Related Charges Owing \$					

- Reason 3:** The former 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 former tenant's failure to pay utility costs are: \$

I have calculated the amount the former 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
TOTAL \$				

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

- Reason 4:** The former 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 former 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 former tenant must pay the reasonable out-of-pocket expenses I incurred as a result of this conduct.

Note: Do not select this reason if former 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 former 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.

PART 5: TOTAL AMOUNT OWING

Total rent and compensation owing:
(From Part 4, Reason 1) \$

Total NSF charges owing:
(From Part 4, Reason 2) \$

Total utility costs owing:
(From Part 4, Reason 3) \$

Total cost for damages owing:
(From Part 4, Reason 4) \$

Total costs relating to substantial interference owing:
(From Part 4, Reason 5) \$

Application Fee: Total: \$

PART 6: SIGNATURE

Landlord/Representative's Signature

		/			/				
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