

Proposed Rule Revisions and Additions

- 3.3 In addition to methods of service identified in the RTA a document may be served on a former tenant or tenant no longer in possession of a rental unit, by:
- a. leaving it at the place where mail is ordinarily delivered to the person, sliding it under the door or putting it through a mail slot in the door of the address the tenant or former tenant currently resides; or
 - b. sending the document(s) by courier to the address the tenant or former tenant currently resides.

- 3.4 A party may ask the LTB to permit an alternative method of service including service on the party's representative. The request may be made in writing prior to the hearing or at the hearing. A request to use an alternative method to serve a former tenant or tenant no longer in possession of a rental unit with an application and notice of hearing must be made at least 30 days before the hearing using an LTB approved form.

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- 4.2 Where the LTB permits an application to be e-filed, any related Notice of Termination, affidavit, or Certificate of Service must be uploaded at the time of filing using the LTB's e-filing portal: www.sjto.gov.on.ca/ltb/e-file.

- 4.3 If the Notice of Termination, affidavit or Certificate of Service cannot be uploaded at the same time as the application is e-filed, they must be emailed to the Regional Office responsible for the application within 5 calendar days of the e-filing. Failure to upload or to email these documents in time may result in administrative dismissal of the application

- 4.8 In addition to the information required in the RTA, a landlord who files an application under section 69 based on a notice of termination given under section 48, 49 or 50 shall, in the application, indicate:
- a. Any LTB file number related to each notice of termination; and
 - b. The intended activity for a notice of termination given under section 50

5.8 A landlord's Application to Collect Money a Former Tenant Owes and the related Notice of Hearing must be served **at least 30 days** before the hearing date set in the Notice of Hearing.

5.15 Where a landlord has served an Application to Collect Money a Former Tenant Owes and Notice of Hearing, a completed Certificate of Service signed by the person who served the application must be filed with the LTB **at least 20 days** before the hearing date set in the Notice of Hearing.

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