

### Form L1 - Checklist

## **Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the 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 you give the tenant an N4 notice?
You cannot file this application unless you gave the tenant a <i>Notice to End your Tenancy Early for Non-payment of Rent (Form N4).</i>
Are you applying after the termination date on the N4 notice?
You cannot file this application until the day after the termination date in the <i>Notice to End a Tenancy Early for Non-payment of Rent (Form N4).</i>
Is the tenant still in possession of the rental unit?
You cannot file this application if the tenant is no longer in possession of the rental unit.
Have you included a copy of the N4 notice and a Certificate of Service for that notice with your application?
You must include a copy of these two documents when you file your application; if you do not, your application will not be accepted. Be sure to keep copies of these documents for your records.
Did you name each tenant in possession of the rental unit?
The tenant or tenants that you name in this application should be the same people you named on the N4 notice that you served.
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 check your math?
Make sure you have correctly calculated the total amounts owing in the two tables in Part 5 (Rent Owing and NSF Cheque Charges). 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 6.
Did you date and sign the application on page 5?
If your application is not signed and dated, the Board will not accept it.

(Disponible en français)

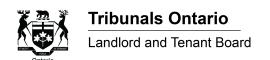
#### **Important Information for Landlords**

Use this form to apply for an order to **end a tenancy** and **evict a tenant** after you give the tenant an *N4 Notice to End Your Tenancy for Non-payment of Rent*. Instructions for Form L1 are available on the Board's website at <a href="mailto:sito.ca/LTB">sito.ca/LTB</a>.

- 1. Complete all seven parts of 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 tenant owes you.
  - **Part 3** asks for general information about:
    - you (your name, etc),
    - the tenants in possession of the rental unit,
    - any other unresolved applications that relate to the rental unit.
  - Part 4 requires you to:
    - select the reason(s) for your application to the Board,
    - provide information about the tenant's rent, the rent deposit and whether or not the tenant is still in possession of the rental unit.
  - Part 5 asks you to show how you calculated the amount the tenant may owe you.
  - Part 6 asks you to provide information about the total amount you believe the tenant owes you.
  - **Part 7** 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 (not including this page) with the Board along with a copy of the *N4 Notice* to End Your Tenancy for Non-payment of Rent you gave the tenant. Also file a Certificate of Service showing how and when you served the tenant the *N4 Notice*. The Board will send you a Notice of Hearing showing the time and location of your hearing.
- 5. Pay the application fee of \$190 to the Board at the same time as you file the application (or \$175 if you e-File). The Board 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. Contact the Board if you have any questions or need more information.

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

sito.ca/LTB

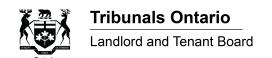


v. 16/01/2017

# Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes FORM L1

(Disponible en français)

PART 1: ADDR	ESS OF THE RENTAL U	JNIT COVERED BY	THIS APPLICAT	TION					
Street Number	Street Name								
Street Type (e.g. St	treet, Avenue, Road)	Direction (e.g. East)	Unit/Apt./Suite						
Municipality (City, T	own, etc.)			Prov.	Postal Code				
DART 2: TOTA	L AMOUNT THE TENAI	NT OWES							
PART 2. TOTA		ing information is	from your lan	dlord					
<ul> <li>to evict yo</li> </ul>	g to the Landlord and Tena ou because you owe rent, the money you owe me.								
I believe that	you owe me a total of \$		. as of	/ dd/n	/ mm/yyyy				
	includes the filing fee for to cation. To see how I calculate			any new rent	that comes due after				
	The following info	rmation is from the l	Landlord and Te	enant Board					
IF YOU AGREE	with the amount the	landlord claims you	ı owe:						
If you agree with t	he amount the landlord clair	ns you owe, you can pa	y everything you o	we or work ou	t a payment plan.				
However, read the	e options before you decide.	You may want to get le	gal advice first.						
OPTION 1: Pay everything	If you pay all the rent you application, the landlord	•	•		s an order about this				
you owe	The amount you have to	pay includes:							
	<ul> <li>the amount set out above that the landlord is claiming in this application, plus</li> <li>any new rent that has come due after the landlord filed this application.</li> </ul>								
	You can pay these amou any amounts you pay to t		ly, or to the Board	in trust. Be su	re to get a receipt for				
	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.								
payment plan	If you and the landlord ag payment plan to the Boar		go to the hearing w	vhere you can	explain the				
OFFICE USE	ONLY								
File Number									



(Disponible en français)

OPTION 2: Work out a payment plan continued The Board also has a *Payment Agreement* form that you and your landlord can fill out and file with the Board before the hearing. If you or your landlord files the *Payment Agreement* form with the Board before the hearing, the Board can issue a consent order without holding a hearing. The consent order will be based on the payment plan set out in the *Payment Agreement* form.

If the Board issues the consent order, you will **not** have to go to the hearing. However, if the Board has not issued a consent order by the date of the hearing, go to the hearing.

#### 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. Go to the hearing unless the Board has issued a consent order based on a *Payment 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, go to the hearing, and, at the hearing, 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.

### Go to the hearing

As described in this form, there are different options for dealing with the claims your landlord made in this application depending on whether or not you agree with the amount the landlord claims you owe. However, whatever you choose to do, it is important to go to the hearing. The date, time and location of the hearing are shown on the Notice of Hearing that is attached to this application. (Exception: you do not have to attend the hearing if, before the hearing date, the Board issues a consent order based on a *Payment Agreement* form - however, if you and your landlord filled out the *Payment Agreement* form and you haven't received the consent order by the hearing date, go to the hearing.)

At the hearing, the landlord will have to prove the claims they made in the application and the *Notice to End your Tenancy*. You will have an opportunity to respond to the landlord's application. For example, you can explain why you disagree with the amount the landlord claimed you owe, or explain why you think you should not be evicted. 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.

You can also raise other issues such as maintenance problems or harassment. If you plan to raise other issues at the hearing, it is important that you bring evidence to support your case. If the Board accepts your evidence, the Board may order the landlord to pay you money. If you owe arrears of rent, this may reduce the amount you owe.

### Mediation is available

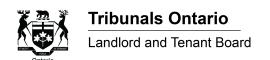
If you would like to resolve this application by mediation instead of the formal hearing process, in most cases you can speak to a Board mediator on the day of your hearing.

### After the hearing

The Board will make a decision and issue an order that will be sent to you by mail. 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 <a href="mailto:sjto.ca/LTB">sjto.ca/LTB</a>.



(Disponible en français)

#### THE LANDLORD'S APPLICATION

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

#### **PART 3: GENERAL INFORMATION**

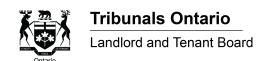
**Landlord's Name and Address** 

First Name (If there is	more than 1 la	ndlord, complete a S	Schedule of Partie	s form and file it	with this applica	ation.)	
Last Name							
Company Name (if app	licable)						
Street Address							
Unit/Apt./Suite	Municipali	ty (City, Town, etc.)			Prov.	Postal Code	
Day Phone Number		Evening P	hone Number		Fax Number		
( )	-	(	)	-	(	)	-
E-mail Address							
Tenant Names ar Tenant 1: First Name(			omplete a <i>Schedu</i>	<i>lle of Parties</i> form	n and file it with	this application	1.)
Tenant 1: Last Name							
Tenant 2: First Name							
Tenant 2: Last Name							
Mailing Address (if it is	different from	the address of the re	ental unit)				
Unit/Apt./Suite	Municipali	ty (City, Town, etc.)			Prov.	Postal Code	
Day Phone Number		Evening P	hone Number		Fax Number		
( ) E-mail 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



(Disponible en français)

#### **PART 4: REASONS FOR YOUR APPLICATION**

Shade the box completely next to each reason on which you based this application.						
I am applying for an order to end the tenancy and evict the tenant and to collect:						
$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $						
an amount for charges related to NSF cheques the tenant gave me.						
The tenant must be in possession of the rental unit when you file this application. Shade the circle completely to answer whether or not the tenant is still in possession of the rental unit on the date you file this application.						
<ul><li>○ Yes</li><li>○ No</li><li>If you answer no, you cannot file this application</li></ul>						
Shade the circle completely to show whether the tenant is required to pay rent by the:  output month output week other (specify)						
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:  / / / dd/mm/yyyy  to / / dd/mm/yyyy						

#### PART 5: DETAILS OF THE LANDLORD'S CLAIM

#### Section 1. Rent Owing

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

Rent P		Rent Charged \$	Rent Paid \$	Rent Owing \$
From: (dd/mm/yyyy) To: (dd/mm/yyyy)		Nem Charged \$	Neπ Faid φ	Kent Owing \$
1 1	I I	•	•	
1 1	I I	•	•	•
1 1	1 1	•	•	•
			Total Rent Owing \$	•

#### **Section 2. NSF Cheque Charges**

Fill in the table below if you are applying to collect money from the tenant because you had bank or administration charges for NSF cheques the tenant gave you.

I have calculated the amount of NSF bank charges and my related administration charges the tenant owes me as follows:

Cheque Amount \$	Date of Cheque dd/mm/yyyy	Date NSF Charge Incurred dd/mm/yyyy	Bank Charge for NSF Cheque \$	Landlord's Administration Charge \$	Total Charge \$	
•	I I	I I	•	•	•	
•	1 1	1 1	•	•	•	
•	1 1	1 1	•	•	•	
Total NSF Related Charges Owing \$ .						

Attach additional sheets if necessary.

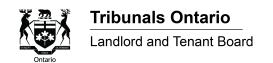


E-mail Address

# Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes FORM L1

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PART 6: TOTAL A	MOUNT OWING							
Total rent owing: (from Part 5, Section	on 1)	\$		•				
Total NSF cheque re (from Part 5, Section	elated charges owing: on 2)	\$		•				
Application Fee:		\$		•				
	Total:	\$		•				
PART 7: SIGNATU	JRE							
Landlord/Repres	entative's Signatu	re						
					/ / / dd/mm/y	/уу		
Who has signed the	e application? Shade	the circle c	completely r	next to you	r answer.			
○ Landlord ○	Legal Representative	е						
Information Abou	ut the Legal Repres	sentative						
First Name								
Last Name								
LSUC#	Company Name (if appli	cable)						
Mailing Address								
Unit/Apt./Suite	Municipality (City, Tow	vn, etc.)			Prov.	Postal Cod	e	
Day Phone Number	Ev	ening Phone I	Number		Fax Number			
( )	- (	)	-		(	)	-	



(Disponible en français)

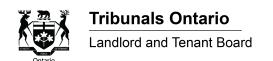
#### **Collecting Personal Information**

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 Board 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 Board 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 Board offices and on the Board's website at <a href="sito.ca/LTB">sito.ca/LTB</a>.
- 2. You can ask the Board 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 Board 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 Board offices and on the Board's website at <a href="mailto:sjto.ca/LTB">sjto.ca/LTB</a>.
- 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 Board can order either the landlord or the tenant to pay the other's costs related to the application.
- 5. The Board has *Rules of Practice* that set out rules related to the application process and *Interpretation Guidelines* that explain how the Board might decide specific issues that could come up in an application. You can read the *Rules and Guidelines* on the Board's website at <a href="sito.ca/LTB">sito.ca/LTB</a> or you can buy a copy from a Board office.

OFFICE USE ONLY:							
Delivery Method:	O In Person	○ Mail	O Courier	○ Email	○ Efile	○ Fax	MS  FL



### 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 <i>Human Rights Code</i> to participate in the dispute resolution process. The LTB will provide accommodation for <i>Code</i> related needs to help you throughout the application and hearing process in accordance with the Social Justice Tribunals policy on accessibility and accommodation. You can get a copy of the policy at <a href="sijto.ca">sjto.ca</a> .
Please explain: What accommodation do you need?



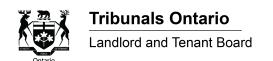
Select how yo	ou are paying the	application fee:		
○ Cash	O Debit Card	<ul><li>Money Order</li></ul>	<ul><li>Certified Cheque</li></ul>	
		Money orders and copayable to the "Mini-	ertified cheques must be master of Finance"	ade
Credit Ca	ard: O Visa	○ MasterCard		
	The info confider	rmation you fill in	ion on the next page is on the next page is ed to process your e placed on file.	

#### Part 2: Information Required to Schedule the Hearing

The LTB will normally schedule your hearing between 3 weeks and 6 weeks after the date you file your application. The LTB will schedule your hearing on the first available hearing date within this 3 week period.

List the date(s) you are **not available** during this 3 week period. The LTB will not schedule your hearing on the date(s) you indicate you are not available and will schedule your hearing on the next available hearing date. **The LTB will not contact you to schedule a hearing**.

I am not available on the following date(s).								
1 and not available on the following date(s).	I am not available	I am not available on the following date(s)						
	1 alli liot avallabit	e on the following date(s)	'•					



Card	tar	 т.
Call U	 	 9191

Credit Card Number:	Expiry Date (mm/yy):
Cardholder's Name:	
Cardholder's Signature:	