Important Information for Tenants and Landlords

Use this form to apply to have the Board determine whether all or part of the *Residential Tenancies Act, 2006* (the RTA) applies to the rental unit or residential complex. Instructions for Form A1 are available on the Board's website at tribunalsontario.ca/ltb.

- 1. Complete all three parts of this application.
 - Part 1 asks for general information about:
 - the rental unit or residential complex covered by this application,
 - your contact information and that of the other parties to the application,
 - any other unresolved applications that relate to the rental unit or residential complex.
 - **Part 2** asks you to explain why you think the rental unit or residential complex is covered, or is not covered by the RTA or by parts of the RTA.
 - **Part 3** 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. File all pages of the application with the Board (not including this page). The Board will send you a *Notice of Hearing* showing the time and location of your hearing.
- 4. Pay the application fee of **\$53** to the Board at the same time as you file the application. 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 pay online, email your receipt and application to LTBpayments@ontario.ca.
- 5. Contact the Board if you have any questions or need more information.

416-645-8080 1-888-332-3234 (toll free) tribunalsontario.ca/ltb



v. 22/03/2021

Application about Whether the Act Applies FORM A1

(Disponible en français)

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

PART 1: GENERA	L INFORMATIO	ON					
Applicant Informa	ation		○ Landlord	\bigcirc	Tenant		
First Name (If there is n	nore than 1 applicar	nt, complete a	Schedule of Partie	s form and file i	t with this appl	ication.)
Last Name							
Company Name (if appli	icable)						
Street Address							
Unit/Apt./Suite	Municipality (Cit	y, Town, etc.)			Prov.	Post	al Code
Day Phone Number		Evening P	hone Number		Fax Numbe	r	
()	-	()	-	()	-
E-mail Address							
Address of the Re	Street Nam			•	ŕ		
Street Type (e.g. Street,	Avenue, Road)	Dire	ection (e.g. East)	Unit/Apt./Sui	ite		
Municipality (City, Town	, etc.)				Р	rov.	Postal Code
OFFICE USE ONI	LY						
File Number							



Other Parties to the Application

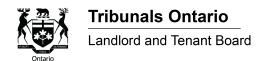
Application about Whether the Act Applies FORM A1

○ Tenant

(Disponible en français)

First Name							
Last Name							
Company Name (if application	able)						
Street Address							
Unit/Apt./Suite	Municipality (City,	Town, etc.)			Prov.	Postal Code	
Day Phone Number		Evening Pho	ne Number		Fax Number		
()	-	()	-	() -	
E-mail Address							
If you or your landlo have not been resolv File Number 1 PART 2: REASON F I am applying to hav provision of it, applie	red, list their file FOR YOUR APPL Te the Board dete	numbers b	pelow. File Number ether the Re	2 esidential Tenar			
Please explain: Des					ed or not co	overed by the RTA.	

○ Landlord



E-mail Address

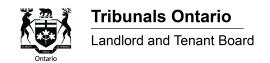
Application about Whether the Act Applies FORM A1

(Disponible en français)

What is the total number of rental units in the complex?

How many rental units are covered by the application?

PART 3: SIGNA	TURE						
Landlord/Tenar	nt/Represer	ntative's Signat	ure				
					/ /		
Who has signed t	he application	n? Shade the circ	cle completely n	ext to you	dd/mm/y r answer.	уууу	
○ Landlord	○ Tenant	○ Representa	tive				
Information Abo	out the Rep	resentative					
Last Name							
LSUC#	Company Na	ame (if applicable)					
Mailing Address							
Unit/Apt./Suite	Municipali	ty (City, Town, etc.)			Prov.	Postal Code	
Day Phone Number		Evening Pho	one Number		Fax Numbe	r	
()	-	() -		()	-



(Disponible en français)

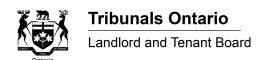
Collecting Personal Information

The Landlord and Tenant Board has the right to collect the information requested on this form to resolve your application under section 185 of the *Residential Tenancies Act, 2006*. After you file the form, all information related to the proceeding may become publicly available in a tribunal decision, order or other document, in accordance with Tribunals Ontario's <u>Access to Records Policy</u> and the *Tribunal Adjudicative Records Act, 2019*. Parties wanting records or information to remain confidential must seek a confidentiality order from the adjudicator. If you have questions about confidentiality orders or access to records, please contact us by email at <u>LTB@ontario.ca</u> or our Contact Center 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 at the Board's website at tribunalsontario.ca/ltb.
- 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 at the Board's website at 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 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 tribunalsontario.ca/ltb or you can buy a copy from a Board office.

OFFICE USE ONI	-Y:						
Delivery Method:	O In Person	○ Mail	O Courier	○ Email	○ Efile	○ Fax	MS _ FL

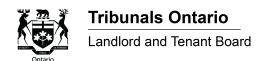


Request for French-Language Services or Request for Accommodation

(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 Tribunals Ontario policy on accessibility and accommodation. You can get a copy of the policy at tribunalsontario.ca .						
Please explain: What accommodation do you need?						



Part 1: Pav	ment Method
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Select how you are paying	the application fee:
Online Payment	Receipt #:
Note: Receipt mus	t be emailed with application to <u>LTBpayments@ontario.ca</u> .
○ Cash ○ Debit C	ard
	Money orders and certified cheques must be made payable to the "Minister of Finance"
Credit Card: Visa	a
com The conf	pu are paying by credit card, you must plete the information on the next page. information you fill in on the next page is idential. It will be used to process your ication, but will not be 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).					



Card	l le	tor	 -	-
varu			 	

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