



Important Information for Tenants and Landlords

Use this form to apply to the Board because of issues related to assigning or subletting the rental unit. Instructions for Form A2 are available on the Board's website at tribunalsontario.ca/ltb.

1. Tenants who are applying must complete Parts 1, 2 and 4 of this application. Landlords who are applying must complete Parts 1, 3 and 4 of this application.
 - **Part 1** asks for general information about:
 - the rental unit 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.
 - **Part 2** asks tenants to select and explain the reasons for their application.
 - **Part 3** asks landlords to select and explain the reasons for their application.
 - **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. File all pages of the application (not including this page) with the Board. The Board will send you a *Notice of Hearing* showing the time and location of your hearing.
4. Pay the application fee to the Board at the same time as you file the application. The Board will not process your application unless you pay the fee. Your A2 application fee is **\$53** if you are a tenant and **\$201** if you are a landlord. 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



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

PART 1: GENERAL INFORMATION

Applicant Information

Landlord

Tenant

First Name (If there is more than 1 applicant, 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

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E-mail Address

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

OFFICE USE ONLY

File Number



Other Parties to the Application Landlord Tenant Subtenant Current Occupant

First Name

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
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E-mail Address

If there is more than one other party, complete a *Schedule of Parties* form and file it with the application. Indicate whether they are a landlord, tenant, subtenant or current occupant.

Related Applications

If you or your landlord or 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

PART 2: REASONS A TENANT CAN APPLY

If you are the tenant, shade the box completely next to each of your reasons for applying.

Reason 1: The landlord arbitrarily or unreasonably refused to allow me to assign or sublet the rental unit to another person.

(a) Shade the circle completely to show whether you asked for permission to: Assign Sublet

Please explain: Why do you believe the landlord arbitrarily or unreasonably refused to allow you to assign or sublet the rental unit?

Attach more sheets if necessary.



PART 3: REASONS A LANDLORD CAN APPLY

If you are the landlord, shade the box completely next to each of your reasons for applying.

- Reason 1:** The tenant transferred the tenancy to another person without my consent.
This person is an unauthorized occupant.

Shade the box(es) completely next to the order(s) you want the board to make. If the Board decides in your favour, it may decide to include a different remedy or remedies than the ones you selected.

I want the Board to:

- Issue an order ending the original tenancy and evicting the unauthorized occupant.
Indicate the date you were first aware that there was an unauthorized occupant in the unit:

/ /
dd/mm/yyyy

- Order the unauthorized occupant to pay me compensation for each day they remain in the rental unit.

How much rent was the tenant paying before they transferred occupancy of the rental unit:

\$.

Shade the circle completely next to show whether the tenant is required to pay rent by the:

- month week other (specify) _____

Compensation is calculated from the date the landlord discovered the unauthorized occupant. If you believe a different start date should be used, indicate the start date and explain why you believe the occupant owes you money from that date.

Attach additional sheets if necessary.



NSF Cheque Charges

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

I have calculated the amount of NSF bank charges and related administration charges 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 \$
.	/ /	/ /	.	.	.
.	/ /	/ /	.	.	.
.	/ /	/ /	.	.	.
Total NSF Related Charges Owing \$.

Attach additional sheets if necessary.

- Reason 2:** I want the Board to evict the subtenant because the subtenancy has ended and the subtenant has not moved out.

Indicate the date the subtenant was supposed to move out:

/ /
 dd/mm/yyyy

- Reason 3:** I want the Board to determine that my reasons for refusing to consent to the tenant's request to assign their mobile home or land lease site were reasonable.

You must apply no later than **15 days** after the day the tenant asked for your for consent to sublet or assign the rental unit. If you are filing the application later than 15 days after the tenant asked for your consent, you must also file a "Request to Extend or Shorten Time".

Explain your reasons for refusing to give consent and why you believe they were reasonable under the circumstances:

Attach additional sheets if necessary.



PART 4: SIGNATURE

Landlord/Tenant/Representative's Signature

/ /
dd/mm/yyyy

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

- Landlord Tenant Representative

Information About the 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
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E-mail Address



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 [Access to Records Policy](#) 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 LTB@ontario.ca 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 ONLY:

Delivery Method: In Person Mail Courier Email Efile Fax MS FL



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 *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 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: Payment Method

Select how you are paying the application fee:

Online Payment Receipt #: _____

Note: Receipt must be emailed with application to LTBpayments@ontario.ca.

Cash Debit Card Money Order Certified Cheque

Money orders and certified cheques must be made payable to the "Minister of Finance"

Credit Card: Visa MasterCard

Important: If you are paying by credit card, you must complete the information on the next page.
The information you fill in on the next page is confidential. It will be used to process your application, 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 Information

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