

Important Information

Use this form to request that the Landlord and Tenant Board (the Board) review an order if:

- you believe the order contains a serious error, or
- you were not reasonably able to participate in the proceeding.

Instructions for a Request to Review an Order are available on the Board's website at tribunalsontario.ca/ltb.

NOTE: DO NOT USE this form if you believe that the Board made a clerical error in writing an order (e.g. a spelling mistake, a mistake in calculation, etc.). In this case you can file a *Request to Amend an Order*. The *Request to Amend an Order* form is available on the Board's website at tribunalsontario.ca/ltb.

A party may file only **one** request to review an order. If the same party files another request to review the same order, it may be denied and the Board will not refund the fee.

- 1. Complete all three parts of this form.
 - **Part 1** asks for general information about:
 - the party requesting a review of an order (the Requester),
 - the address of the rental unit covered by this request,
 - the other parties to the request.
 - Part 2 requires you to select and explain the reasons for your request.
 - **Part 3** requires your signature or that of your representative, and, if you are being represented, your representative's contact information.
- 2. File all pages of the form (not including this page) with the Board **no more than 30 days** after the date the order was issued.
- 3. Pay the fee of **\$58** to the Board at the same time as you file a *Request to Review an Order* form. The Board will not process your request unless you pay the fee. If you file the form 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 form you cannot pay by cash or debit card. If you pay online, email your receipt and application to LTBpayments@ontario.ca.
- 4. Contact the Board if you have any questions or need more information.

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



Part 1: Genera	l Information					
Requester's In	formation	○ Landlord	О Со-ор	○ Tenant	○ Co-op Member	Other Party
Last Name						
Mailing Address						
Unit/Apt./Suite	Municipality (City, Town, etc.)			Prov. Postal	Code
Day Phone Number	-	Evening Pho	ne Number	-	Fax Number	-
Unit, Building of Street Number	or Complex Cov Street Na	-	Request			
Street Type (e.g. Str	eet, Avenue, Road)	Direct	ion (e.g. East)	Unit/Apt./S	uite	
Municipality (City, To	own, etc.)				Prov.	Postal Code
Other Parties t	o the Request	○ Landlord	О Со-ор	◯ Tenant	○ Co-op Member	Other Party
Last Name						
Mailing Address						
Unit/Apt./Suite	Municipality (City, Town, etc.)			Prov. Postal	Code
Day Phone Number		Evening Pho	ne Number		Fax Number	
()	-	()	-	()	-
	the Schedule of				d telephone numbe e Board's website a	

Part 2: Reasons for Your Request

I am requesting that the Board review the order					
issued on		/ dd/mm/yyyy	, because it contains a	serious error.	
Shade the b	ox(es) c	ompletely nex	to your reason for applying.		
☐ I be	lieve the	e order conta	ins a serious error,		
☐ I wa	as not re	asonably ab	e to participate in the proce	eding	
In the space	e provide	ed below , des	ribe why you are requesting a	review of the order.	
If you are re	equesting	g a review bec	ause you believe the order cont	ains a serious error, describe why you	
			erious error. For example:		
				situation where it did not apply?	
			ly that is not appropriate in the fected by information that was		
			ith the rules of natural justice?	_	
If you are re	equesting	g a review bec	ause you were not reasonably a	able to participate in the proceeding,	
describe wh	y you we	ere not reason	ably able to participate. For exa	mple:	
•		ceive the Notic			
		of Hearing se ically unable to	•	the wrong address or to the wrong person?	
• were y	ou pilys	ically unable to	attenus		
	in the pr	oceeding. As v		or or why you were not reasonably able to order should be changed if your request for	
not reason	ably ab		ate in the proceeding, your I	us error in the order, or that you were Request to Review an Order may be	

Shade the appropriate circle to indicate lift (remove) a stay.	whether you are asking the Board to stay (put on hold) the order or to
 I am requesting that the Board An order that is stayed cannot be 	
Explain why the Board should stay the	order you want reviewed.
	Attach additional sheets if necessary
I want reviewed. An order that is appealed to the Div	lift the stay imposed by the Divisional Court on the order visional Court is automatically stayed and the Board cannot consider nless it first decides to lift the stay.
Explain why the Board should lift the st	ay resulting from the appeal to Divisional Court.
	Attach additional sheets if necessary
OFFICE USE ONLY:	
OFFICE USE ONLY.	File Number

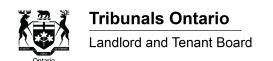
Part 3: Signatu	ıre					
				/ / dd/mm/yy	ууу	
Who has signed	the request? Shade th	e circle complet	tely next to yo	our answer.		
○ Requester	○ Representative	○ Other				
Information Al	bout the Representa	tive				
First Name						
Last Name					LSUC#	
Mailing Address						
Unit/Apt./Suite	Municipality (City, To	wn, etc.)		Prov.	Postal Code	
Day Phone Number	E	evening Phone Num	ber	Fax Number		
()	-	()	-	() -	
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 <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. If a hearing is scheduled for your request, you can ask the Board to provide French-language services. If you are the requester, you can fill out the *Request for French-Language Services or Request for Accommodation* form included at the end of this form. If you are one of the other parties, 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. If a hearing is scheduled for your request, 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* in person, by telephone, or mail. If you are the requester, you can fill out the *Request for French-Language Services or Request for Accommodation* form included at the end of this form. If you are one of the other parties, 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 has *Rules of Practice* that set out rules related to the review process and *Interpretation Guidelines* that explain how the Board might decide specific issues that could come up in the review process. 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.

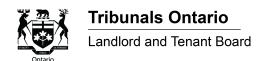


Request for French-Language Services or Request for Accommodation

(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					
	is box if you want the dispute resolution process (e.g. case conferences and hearings) to be d in French.				
Part 2: Requ	uest for Accommodation under the Ontario Human Rights Code				
resolutior application	is box if you need accommodation under the Ontario <i>Human Rights Code</i> to participate in the disponences. The LTB will provide accommodation for <i>Code</i> related needs to help you throughout the on and hearing process in accordance with the Tribunals Ontario policy on accessibility and odation. You can get a copy of the policy at tribunalsontario.ca .				
Please e	xplain: What accommodation do you need?				



Part 1: Pav	ment Method
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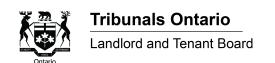
Select how you are paying	the application fee:
Online Payment	Receipt #:
Note: Receipt mus	t be emailed with application to <u>LTBpayments@ontario.ca</u> .
○ Cash ○ Debit C	ard
	Money orders and certified cheques must be made payable to the "Minister of Finance"
Credit Card: Visa	a
com The conf	pu are 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	 т.	
чин			 41.	

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