

Request for Hearing Recording

(Disponible en français)

Although the *Residential Tenancies Act, 2006* does not require it, proceedings before the Landlord and Tenant Board (LTB) are usually recorded. If requested, the LTB will do a search for a hearing recording and will provide a copy of it for a fee. No guarantee of the existence or quality of the recording can be provided.

A request for a hearing recording should be made within ten years of the hearing date. The recording will be erased after this time.

This request for a hearing recording **must** be accompanied by a \$16.15 fee for each copy of the hearing recording that is requested.

Requester's Information: Landlord Tenant Representative Other

Name:
Address:
Phone Number:

Hearing Information:

File Number:	
Hearing Date(s):	Hearing Location:

Hearing Recording Fee:

Number of copies required: **X 16.15 = \$** _____

Select how you are paying the hearing recording fee:

- 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 provide the credit card information on the next page.

Indicate below how you want the LTB to give you the hearing recording:

- Pick up at the LTB office Mail to the address indicated above

(If the hearing was recorded, a copy should be available within one week.)

Requester's Signature: _____ **Date:** _____

IMPORTANT INFORMATION

The Landlord and Tenant Board records hearings digitally using the WAV file format. The recording in this format can be played on any PC or Mac with a sound card and the appropriate software such as Windows Media Player or any player that reads the WAV format.

Credit Card Information

You must complete the following information if you are paying by credit card and you are not paying in person at an LTB office.

The information you fill in on this page is confidential. It will be used to process your request but it will not be placed on file.

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