



File Number

Requesting Party's Information

Landlord Tenant Other Party

First Name

Last Name

Mailing Address

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Day Phone Number

Evening Phone Number

Fax Number

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Unit, Building or Complex Covered by the Application

Street Address

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Hearing Information

What is the date of the hearing you are requesting to reschedule?

Hearing Date:
dd/mm/yyyy

Have you or any other party to the application appeared before a Member at a hearing with respect to this application?

- Yes** → This request must be filed with the Board at least two full business days before the hearing.
- No** → This request must be filed with the Board no later than noon of the day before the hearing.

Consent Confirmation

Have you obtained consent to reschedule the hearing from the other party or parties?

- Yes No

How did the other party or parties consent to the rescheduling?

- Verbally In Writing

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).

OFFICE USE ONLY

File Number

Additional Information

Explain why you believe your hearing should be rescheduled.

Attach additional sheets if necessary

Scheduling Information

In the space below, list the dates that each party and their representative is not available for **three months** after the date of the hearing you are requesting to reschedule.

Landlord _____

Landlord's Representative _____

Tenant _____

Tenant's Representative _____

Signature Landlord Landlord Representative Tenant Tenant Representative Other

First Name

Last Name

Phone Number

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| | |
|-----------|-------------------|
| Signature | Date (dd/mm/yyyy) |
|-----------|-------------------|

Important Information

1. A request to reschedule a hearing can be filed by any party to the application. The person making this request must:
 - ensure that the consent of all parties has been obtained. Parties may give verbal consent, but it is best to obtain consent in writing.
 - give the Board a list of **unavailable** dates for the landlord and the tenant **and** their representatives for **three months** after the date of the hearing you are asking to reschedule.If the consent of all parties has not been obtained and a list of unavailable dates is not provided, your request may be denied.
2. It is the responsibility of the parties or their representatives to contact the Board to determine if the rescheduling request has been granted.
3. If the Board denies your request, you should be prepared to come to the hearing. If the applicant does not attend the hearing, the application may be dismissed. If the respondent does not attend the hearing, the Board may proceed in the respondent's absence.
4. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.
5. For further information, you may contact the Landlord and Tenant Board at **416-645-8080** or toll-free at **1-888-332-3234**. Or you may visit the Board's website at tribunalsontario.ca/ltb.

For Board Use Only:

The request to reschedule is:

Granted

Denied

Reasons:

Name of Member: _____

Signature: _____

Date: _____