



Important Information for Tenants and Landlords

Use this form to apply to the Board to vary the amount of a rent reduction set out in a *Notice of Rent Reduction* issued by the municipality. Instructions for Form A4 are available on the Board's website at tribunalsontario.ca/ltb.

1. Complete Parts 1, 2, 3 and 5 of this application. You must also complete Part 4 if you are applying for reason 2, or if you want the Board to consider the rent revenue for the residential complex when calculating the percentage rent reduction.
 - **Part 1** asks for general information about:
 - the rental unit, building or residential complex covered by this application,
 - whether you are a tenant or the landlord,
 - 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 for information about the municipal property taxes for the residential complex covered by the application.
 - **Part 3** asks you to select and explain the reasons for your application.
 - **Part 4** asks for information about the rent revenue.
 - **Part 5** 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 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 A4 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, Building or Residential Complex 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

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 with their names and addresses (including the unit numbers) and file it with the application.

If you were given a *Notice of Rent Reduction* by the Municipality, you must attach it to the application.

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: INFORMATION ABOUT MUNICIPAL PROPERTY TAXES

In the space below, fill in the total amount of the municipal property taxes for the residential complex for the base year and the reference year. You must attach to the application evidence of the amount of property taxes charged by the municipality for both the base year and the reference year.

The **Base Year** is the calendar year in which the municipal tax decreased.

The **Reference Year** is the calendar year before the Base Year.

Calendar Year	Base Year _____ yyyy	Reference Year _____ yyyy
Total property taxes for the complex	\$.	\$.



PART 3: REASONS FOR YOUR APPLICATION

Shade the box completely next to each of your reasons for applying to the Board. For a further explanation of each reason, see the Instructions.

- Reason 1: The landlord paid charges to the municipality that the municipality did not include in the municipal property taxes for the base year when it calculated the percentage rent reduction.**

Calendar Year	Base Year	Reference Year
	_____	_____
	yyyy	yyyy
Total Charges for the complex	\$.	\$.

- Reason 2: The rent reduction should be calculated using a formula that takes into account the rent revenue for the residential complex.**

You can apply for this reason if one of the following situations applies. Shade the circle completely next to the situation that applies. If you are applying for this reason, you must complete Part 4 of this form.

- The residential complex falls under the multi-residential property tax class as defined under the *Assessment Act* and the municipal property taxes the landlord pays are not equal to 20% of the total annual rent revenue.
- The residential complex does not fall under the multi-residential property tax class as defined under the *Assessment Act* and the municipal property taxes the landlord pays are not equal to 15% of the total annual rent revenue.

- Reason 3: There is an error in the percentage rent reduction set out in the *Notice of Rent Reduction*.**

Please explain: What is the error? Why do you think it is an error?

Attach additional sheets if necessary.



Reason 4: Municipal property taxes were either increased or decreased after the municipality gave the *Notices of Rent Reduction*.

You can only apply for this reason if the property taxes for the base year were changed before March 31st of the year after the date the rent reduction took effect. You must attach to the application evidence showing the increase or decrease in property taxes.

PART 4: INFORMATION ABOUT RENT REVENUE

You must answer the question below if you chose reason #2 on the previous page. You should also answer the question if you want the Board to consider the rent revenue for the residential complex when calculating the percentage rent reduction.

What is the total annual rent revenue for the residential complex for the base year? \$ _____ .

PART 5: 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

OFFICE USE ONLY:

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



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. Landlords and tenants must apply to the Board on or before the later of:
 - the 90th day following the day on which the municipality issued the *Notice of Rent Reduction* (or 90 days after the municipality issued the tax notice if a *Notice of Rent Reduction* is not required), and
 - March 31 of the year following the effective date of the rent reduction.
2. 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.
3. 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.
4. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.
5. The Board can order either the landlord or the tenant to pay the other's costs related to the application.
6. 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.



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:	