#### 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.
- 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 <a href="mailto:LTBpayments@ontario.ca">LTBpayments@ontario.ca</a>.
- 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



v. 22/03/2021

### Application to Vary the Amount of a Rent Reduction FORM A4

(Disponible en français)

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

pplicant Inforn	nation		○ Land	dlord	⊤enaı	nt	
irst Name (If there is	more than 1 applica	nt, complete	a Schedule of Partie	s form and file it	with this appl	ication.	)
ast Name							
Company Name (if ap	olicable)						
treet Address							
Init/Apt./Suite	Municipality (Ci	ty, Town, etc	c.)		Prov.	Post	al Code
Oay Phone Number		Evening	Phone Number		Fax Numbe	r	
( ) E-mail Address	-	(	)	-	(	)	-
IIIdii / Iddi 033							
ddress of the R	ental Unit, Bui	lding or I	Residential Con	nplex Cover	ed by this	s Appl	ication
Address of the R	t <b>ental Unit, Bui</b> Street Nan		Residential Con	nplex Cover	ed by this	s Appl	ication
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itreet Number street Type (e.g. Stree	Street Nan et, Avenue, Road)	ne			te	<b>S Appl</b>	ication  Postal Code
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### Application to Vary the Amount of a Rent Reduction FORM A4

(Disponible en français)

Other Parties to the	e Application	$\bigcirc$ Landlord	$\bigcirc$ Tenant	
First Name				
Last Name				
Company Name (if applica	ble)			
Street Address				
Unit/Apt./Suite	Municipality (City, Town, etc.)		Prov.	Postal Code
Day Phone Number	Evening Pho	one Number	Fax Number	
( )	- (	) -	(	) -
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	уууу	Reference Year	уууу
Total property taxes for the complex	\$	•	\$	•

### Application to Vary the Amount of a Rent Reduction FORM A4

(Disponible en français)

### **PART 3: REASONS FOR YOUR APPLICATION**

rent reduction.				
Calendar Year	Base Year	уууу	Reference Year	уууу
Total Charges for the complex	\$	•	\$	•
Reason 2: The rent reduction should rent revenue for the reside		sing a forn	nula that takes in	to account th
You can apply for this reason if one of the the situation that applies. If you are apply				
<ul> <li>The residential complex falls under the Assessment Act and the municipal pro- total annual rent revenue.</li> </ul>				
The residential complex does not fall the Assessment Act and the municipal total annual rent revenue.				
Reason 3: There is an error in the per <i>Reduction</i> .	centage rent re	eduction se	et out in the <i>Notic</i>	ce of Rent
DI	you think it is an	error?		
Please explain: What is the error? Why do				
Please explain: What is the error? Why do				
Please explain: what is the error? why do				
Please explain: what is the error? why do				
Please explain: what is the error? why do				
Please explain: what is the error? why do				

# Tribunals Ontario Landlord and Tenant Board

Mailing Address

Unit/Apt./Suite

E-mail Address

(

Day Phone Number

)

### Application to Vary the Amount of a Rent Reduction FORM A4

(Disponible en français)

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

You can only apply for this reason if the property taxes for the base year were changed before March 31<sup>st</sup> 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**

Municipality (City, Town, etc.)

(

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)

OFFICE USE ONL	.Y:						
Delivery Method:	O In Person	◯ Mail	O Courier	○ Email	○ Efile	○ Fax	MS _ FL

**Evening Phone Number** 

)

Postal Code

)

Prov

Fax Number

(

### Application to Vary the Amount of a Rent Reduction FORM A4

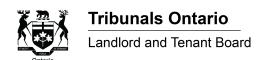
(Disponible en français)

#### **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. Landlords and tenants must apply to the Board on or before the later of:
  - the 90<sup>th</sup> 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 <a href="mailto:tribunalsontario.ca/ltb">tribunalsontario.ca/ltb</a>.
- 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 <a href="mailto:tribunalsontario.ca/ltb">tribunalsontario.ca/ltb</a>.
- 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 <a href="mailto:tribunalsontario.ca/ltb">tribunalsontario.ca/ltb</a> or you can buy a copy from a Board office.

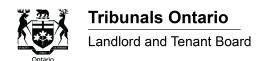


## Request for French-Language Services or Request for Accommodation

(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				
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 <i>Human Rights Code</i> to participate in the dispute resolution process. The LTB will provide accommodation for <i>Code</i> 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 <a href="tribunalsontario.ca">tribunalsontario.ca</a> .				
Please explain: What accommodation do you need?				



Part 1: Pav	ment Method
-------------	-------------

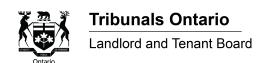
Select how you are payi	ng the application fee:
Online Payment	Receipt #:
Note: Receipt m	nust be emailed with application to LTBpayments@ontario.ca.
◯ Cash ◯ Debi	t Card
	Money orders and certified cheques must be made payable to the "Minister of Finance"
Credit Card:	/isa
CC Th	ryou are paying by credit 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 coplication, 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).



	rmation
<b>~</b> -11.	 

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