(Disponible en français)

### **Important Information for Landlords**

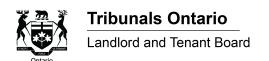
Use this form to apply to have the Landlord and Tenant Board (LTB) review a municipal work order if the work order is about enforcing the province's maintenance standards. Instructions for Form L6 are available on the LTB website at <a href="mailto:tribunalsontario.ca/ltb">tribunalsontario.ca/ltb</a>.

Do **not** use this form to request a review of any other type of work order (for example, a municipal work order which is enforcing the municipality's property standards by-laws).

- 1. Complete all three parts of this application.
  - Part 1 asks for general information about:
    - the rental unit covered by this application,
    - you (your name, etc),
    - · the tenants in possession of the rental unit,
    - any other unresolved applications that relate to the rental unit.
  - Part 2 asks you to explain why you think that the work order should be reviewed and what changes you think should be made to it.
  - Part 3 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 (not including this page) and a copy of the work order with the LTB no later than **20 days** after the day the work order was issued. The LTB will send you a *Notice of Hearing* showing the time and location of your hearing.
- 4. Give the municipality a copy of this application and the *Notice of Hearing* you receive from the LTB.
- 5. Pay the application fee of **\$201** to the LTB at the same time as you file the application. The LTB will not process your application unless you pay the fee. 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>.
- 6. Contact the LTB if you have any questions or need more information.

416-645-8080 1-888-332-3234 (toll free)

tribunalsontario.ca/ltb



(Disponible en français)

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

### **PART 1: GENERAL INFORMATION** Address of the Rental Unit Covered by This Application Street Number Street Name Street Type (e.g. Street, Avenue, Road) Direction (e.g. East) Unit/Apt./Suite Postal Code Municipality (City, Town, etc.) Prov. **Landlord's Name and Address** First Name (If there is more than 1 landlord, 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 ) ( ) ( ) E-mail Address

OFFICE USE ONLY		
File Number		
v. 22/03/2021	_	



(Disponible en français)

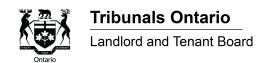
### **Tenant Names and Address**

Tenant 1: First Name (I	f there are more th	han 2 tenants, c	complete a <i>Sche</i>	edule of Partie	es form and file it wi	th this applica	tion.)
Tenant 1: Last Name							
Tenant 2: First Name							
Tenant 2: Last Name							
Mailing Address (if it is o	lifferent from the a	address of the re	ental unit)				
Unit/Apt./Suite	Municipality (C	City, Town, etc.)	ı		Prov.	Postal Cod	le
Day Phone Number		Evening F	Phone Number		Fax Numbe	er:	
( )	-	(	)	-	(	)	-
E-mail Address							
Related Application If you or your tenant been resolved, list to File Number 1	nt filed other a their file numb	pers below.	File Numbe		l unit and those	applicatio	ns have not
PART 2: REASON	FOR YOUR A	PPLICATIO	N				
I am applying to the standards and I wa			with the work	k order issı	ued related to t	he provinci	al maintenance
Please explain: W	hy do you disa	agree with th	ne work orde	er? What c	hanges should	be made to	it?



(Disponible en français)

PART 3: SIGNA	TURE					
Landlord/Repr	esentative's S	ignature				
					/ / dd/mm/y	ууу
Who has signed	the application	? Shade the c	ircle comple	tely next t	o your answer.	
○ Landlord	Legal Repres	sentative				
Information Al	oout the Legal	Representa	tive			
First Name						
Last Name						
LSUC#	Company Nan	ne (if applicable)				
Mailing Address						
Unit/Apt./Suite	Municipality	(City, Town, etc.)	)		Prov.	Postal Code
Day Phone Number		Evening F	Phone Number		Fax Numbe	
( )	-	(	)	-	(	) -
E-mail Address						



(Disponible en français)

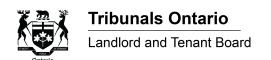
### **Collecting Personal Information**

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. You can ask the LTB 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 LTB offices and at the LTB's website at tribunalsontario.ca/ltb.
- 2. You can ask the LTB 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 LTB 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 LTB offices and at the LTB'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 LTB can order either the landlord or the tenant to pay the other's costs related to the application.
- 5. The LTB has *Rules of Practice* that set out rules related to the application process and *Interpretation Guidelines* that explain how the LTB might decide specific issues that could come up in an application. You can read the *Rules and Guidelines* on the LTB's website at <a href="mailto:tribunalsontario.ca/ltb">tribunalsontario.ca/ltb</a> or you can buy a copy from a LTB office.

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

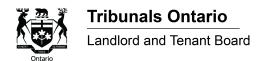


### Request for French-Language Services or Request for Accommodation

(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?



elect how you	are paying the a	pplication fee:
Online F	Payment Recei	pt #:
Note: R	Receipt must be e	mailed with application to LTBpayments@ontario.ca.
Cash	O Debit Card	
		Money orders and certified cheques must be made payable to the "Minister of Finance"
Credit Car	d: Visa (	MasterCard
Importa	complet The infor confident	re paying by credit card, you must the information on the next page. The mation you fill in on the next page is the cial. It will be used to process your on, 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	1 1 10	tor	 -	-
varu			 	

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