



Important Information for Tenants

Use this form to apply to have the Board determine whether your landlord collected money from you that they should not have collected or failed to pay you money they owe you. Instructions for the T1 form are available on the Board's website at tribunalsontario.ca/LTB.

1. Complete all three parts of this application.
 - **Part 1** asks for general information about:
 - the rental unit covered by this application,
 - you and the other tenants living in the unit, your landlord and other parties to the application,
 - your tenancy and any other unresolved applications that relate to the rental unit.
 - **Part 2** asks you to select and explain the reasons for your application.
 - **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 will 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 T1 application fee is **\$53** for the first unit and **\$5** for each additional unit to a maximum of **\$450**. 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

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

Municipality (City, Town, etc.)

Prov.

Postal Code

Tenant Names and Address

Tenant 1: First Name (If there are more than 2 tenants, complete a *Schedule of Parties* form and file it with this application.)

Tenant 1: Last Name

Tenant 2: First Name

Tenant 2: Last Name

Mailing Address (if it is different from the address of the rental unit)

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



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

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E-mail Address

Other parties to the Application

Are you also applying against your superintendent or landlord's agent because they caused the problem?
Shade the circle completely next to your answer.

☐ No

☐ Yes

► Complete and attach a *Schedule of Parties* form available from the Board.

Related Applications

If you or your landlord 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: REASONS FOR FILING THIS APPLICATION

Shade the box completely next to each of your reasons for applying to the Board.

☐ **Reason 1:** My landlord charged me an illegal rent, which I have paid.

My landlord must pay me \$. This is the total amount I have been overcharged over the past twelve months.

Rent History: When did you move into the rental unit you are applying about?

/	/
dd/mm/yyyy	

In the table below provide information about the rent you have paid in the past 12 months.

Rent Amount

Fill in each different rent amount you paid:

- in the 12 months before you filed this application, **OR**
- since you moved in (if you moved in less than 12 months ago).

Rent Period

- Under **From**, fill in the date you started to pay each rent amount, and
- Under **To**, fill in the last date of the rental period you were charged each rent amount.

Rent Amount \$ (per month / per week)	Rent Period	
	From: (dd/mm/yyyy)	To: (dd/mm/yyyy)
\$.	/ /	/ /
\$.	/ /	/ /
\$.	/ /	/ /
\$.	/ /	/ /

I am required to pay rent by the ☐ month ☐ week ☐ other (specify) _____

☐ **Reason 2:** I paid an illegal charge to my landlord, my landlord's agent or the superintendent.

To whom did you pay the charge? Provide the person's name and title.

Name

Title

How much did you pay? \$.

On what date did you pay the charge?

/	/
dd/mm/yyyy	



- ☐ **Reason 3:** The landlord did not use my last month's rent deposit to pay for the last rental period of the tenancy and did not return the deposit to me.

How much was the last month's rent deposit? \$.

On what date did you move out of the rental unit?

/	/
dd/mm/yyyy	

- ☐ **Reason 4:** I entered into a tenancy agreement with the landlord but the landlord did not allow me to move into the rental unit and did not return the money I paid as a deposit.

How much was the deposit? \$.

On what date were you supposed to move into the rental unit?

/	/
dd/mm/yyyy	

- ☐ **Reason 5:** The landlord owes me interest on the last month's rent deposit.

How much interest does the landlord owe you? \$.

- ☐ **Reason 6:** The landlord gave me one of the following notices to end my tenancy and did not pay me compensation by the termination date on the notice:

- an N12 *Notice to End your Tenancy Because the Landlord, a Purchaser or Family Member Requires the Rental Unit*. Note: if the N12 notice was given to the tenant because a purchaser or a family member of the purchaser requires the rental unit, compensation only has to be paid if it was given to the tenant on or after July 21, 2020;
- an N13 *Notice to End your Tenancy Because the Landlord wants to Demolish the Rental Unit, Repair it or Convert it to Another Use*. Note: if there are fewer than five residential units in the complex, compensation only has to be paid if the N13 notice was given to the tenant on or after July 21, 2020.

How much compensation does the landlord owe you? \$.

- ☐ **Reason 7:** The landlord sold my personal property and did not pay me the proceeds from the sale.

How much does the landlord owe you for the sale of your property? \$.

- ☐ **Reason 8:** The landlord did not give me the required notice telling me that there was an *Order Prohibiting a Rent Increase* affecting my rental unit.

I want the Board to do one or both of the following.
(shade the box completely next to your answer):

☐ Order the landlord to pay a fine to the Board.

☐ Determine the lawful rent for my unit, and, if the rent is unlawful, order the landlord to pay me a rent rebate.



Explaining your Reasons

For Reasons 1 - 7 you must explain in the table below why you are filing this application. List the number of each reason you chose on pages 3 and 4. Then describe the events that led you to apply to the Board and explain why you believe the landlord owes you money as a result of those events.

- What happened? What were the dates and times of the events?
- Who caused the problem? What were the names and titles (such as superintendent) of all the people involved?
- If you are applying for Reason 1, explain why you believe the landlord charged you an illegal rent and show how you calculated the amount you were overcharged.
- If you are applying for Reason 2, explain what the payment was for and why you think the payment was illegal.
- If you are applying about a rent deposit and/or about interest on the rent deposit, include the date you paid the deposit and the last date the landlord paid you interest on the deposit.

Reason #	Describe in Detail

Attach more sheets if necessary.



PART 3: SIGNATURE

Tenant/Representative's Signature

/ /
dd/mm/yyyy

Who has signed the application? Shade the circle completely next to your answer.

☐ Tenant 1 ☐ Tenant 2 ☐ Legal Representative

Information About the Legal 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
() - () - () -

E-mail Address



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. 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.
2. 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.
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 Board can order either the landlord or the tenant to pay the other's costs related to the application.
5. 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.

OFFICE USE ONLY:

Delivery Method: ☐ In Person ☐ Mail ☐ Courier ☐ Email ☐ Efile ☐ Fax

MS ☐ FL ☐



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:	