



Important Information for Tenants

Use this form to apply to have the Board determine whether your landlord:

- did not follow the rules under the *Residential Tenancies Act, 2006* (the RTA) before they terminated their obligation to provide electricity to the rental unit and required you to start paying your own electricity costs, or
- did not follow all the required rules under the RTA before requiring you to pay a portion of the utility costs for your rental unit.

Instructions for Form T7 are available on the Board's website at tribunalsontario.ca/lrb.

1. Complete all four 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** asks you to select the remedies you want the Board to include in the order.
 - **Part 4** 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 T7 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/lrb



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

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Evening Phone Number

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Fax Number

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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

Questions about Your Tenancy

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

/	/
dd/mm/yyyy	

Do you still live in the rental unit? Shade the circle completely next to your answer.

☐ Yes

☐ No ► When did you move out?

/	/
dd/mm/yyyy	

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.

You can apply for reasons 1 - 5 if the responsibility to pay for electricity was transferred to you after you moved into the rental unit.

- ☐ **Reason 1:** When the suite meter was installed in my rental unit (shade the boxes completely next to the reasons that apply):
- ☐ The landlord did not provide me with 24 hour written notice specifying the date, time and anticipated duration of the interruption of the supply of electricity.
 - ☐ The supply of electricity was interrupted for longer than necessary.
 - ☐ The suite meter was not installed by an authorized suite meter provider.

Please explain:

Attach more sheets if necessary.

- ☐ **Reason 2:** The landlord did not give me the required information before getting my written consent to terminate the landlord's obligation to supply electricity to my rental unit.

Please explain: List what information was not provided to you by the landlord.

Attach more sheets if necessary.



☐ **Reason 3:** The landlord terminated their obligation to pay for electricity without (shade the boxes completely next to the reasons that apply):

- ☐ Getting my written consent in the form approved by the Landlord and Tenant Board.
- ☐ Providing me with a written 30 day notice specifying the date that the landlord was terminating their obligation to supply electricity to my rental unit.
- ☐ Reducing the rent by the correct amount.

Please explain:

Attach more sheets if necessary.

- ☐ **Reason 4:** My rental unit is electrically heated and the landlord did not meet all the conditions that are required before terminating the landlord's obligation to pay for electricity.
- ☐ **Reason 5:** The refrigerator the landlord provides does not meet the electricity conservation and efficiency standards that are required for units where the tenant pays for the electricity charges.

You can apply for reasons 6 and 7 if the meter or suite meter was installed in the rental unit before you moved in and your initial tenancy agreement with the landlord required you to pay for electricity.

- ☐ **Reason 6:** Before entering into the tenancy agreement, the landlord did not give me the required information about (shade the boxes completely next to the reasons that apply):
 - ☐ The previous electricity consumption for the rental unit.
 - ☐ The energy efficiency of the refrigerator and the date it was manufactured.



- ☐ **Reason 7:** The refrigerator the landlord provides does not meet the electricity conservation and efficiency standards that are required for units where the tenant pays for the electricity charges.

You can apply for reasons 8 - 10 if you live in a building that contains not more than six rental units and the landlord charges you a portion of the utility costs.

- ☐ **Reason 8:** Before entering into the tenancy agreement, the landlord did not give me the following information about (shade the boxes completely next to the reasons that apply):
- ☐ The total cost of the utility for the building.
 - ☐ The percentage of the total cost of the utility that applies to my rental unit.
- ☐ **Reason 9:** The refrigerators the landlord provides for the rental units in the building do not all meet the electricity conservation and efficiency standards that are required where tenants pay a portion of the electricity charges.
- ☐ **Reason 10:** The landlord transferred the obligation to pay a portion of the utility costs to me without (shade the boxes completely next to the reasons that apply):
- ☐ Getting my written consent to charge me a portion of the utility.
 - ☐ Providing me with a written 30 day notice specifying the date of the rent reduction and the amount of the rent reduction.
 - ☐ Reducing the rent by the correct amount.

Please explain:

Attach more sheets if necessary.



PART 3: REMEDIES

The remedies listed below are orders the Board can make to address your reasons for filing the application. Shade the boxes completely next to the remedies you want the Board to order. If the Board decides in your favour, it may decide to include a different remedy or remedies than the one(s) you selected.

- ☐ **Remedy 1:** The landlord must pay me a rent abatement of \$.
- My current rent is \$.
- I am required to pay rent by the ☐ month ☐ week ☐ other (specify) _____

Please explain: How did you calculate the rent abatement?

Attach more sheets if necessary.

- ☐ **Remedy 2:** I want the Board to authorize the repair, replacement or other work I did and to order the landlord to pay me for my costs.

The total costs are \$.

Please explain: What work did you do? How did you calculate the costs?

Attach more sheets if necessary.



- ☐ **Remedy 3:** I want the Board to authorize me to do the repairs, replacement or other work that is necessary and to order the landlord to pay me for my costs.

Please explain: What work do you plan to do? How much will it cost? How did you calculate how much it will cost? Be specific.

Attach more sheets if necessary.

- ☐ **Remedy 4:** I want the Board to order the landlord to do the repairs, replacement or other work that is necessary.

Please explain: What work must the landlord do? Be specific.

Attach more sheets if necessary.

- ☐ **Remedy 5:** I want the Board to order the landlord to reduce my rent by \$ _____.

per ☐ month ☐ week ☐ other (specify) _____ as of

and to order the landlord to pay me the appropriate rebate as a result.

/	/
dd/mm/yyyy	

Please explain: How did you calculate the rent reduction?

Attach more sheets if necessary.



☐ **Remedy 6:** I want the Board to order other remedies. I have described those remedies below.

Please explain: What else do you want the Board to order?

Attach more sheets if necessary.

If you applied for reasons 2, 3, 4 or 10, you can ask the Board to include remedies 7 and 8 in the order.

☐ **Remedy 7:** I want the Board to end my tenancy on

/

/

dd/mm/yyyy

☐ **Remedy 8:** I want the Board to order the landlord to assume the obligation to pay for the electricity charges (or the utility costs) for my rental unit and to set the new rent that can be charged.

PART 4: SIGNATURE

Tenant/Representative's Signature

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/

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

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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:	