

Form L10 - Checklist

Application to Collect Money a Former Tenant Owes

Before you file the attached application with the Landlord and Tenant Board (LTB), make sure you can answer **YES** to each of the following questions. If not, your application may be dismissed, which means you may have to start over.

Did the tenant move out of the rental unit on or after September 1, 2021?
You cannot file this application if the tenant is still living in the rental unit or moved out before September 1, 2021.
Did the tenant move out of the rental unit within the last year?
You cannot file this application if the former tenant moved out more than one year ago.
Did you name each former tenant of the rental unit?
Did you fill in the complete address of the rental unit?
You must provide the full address, including the postal code. Be sure you have correctly identified the rental unit.
Did you fill in the complete <u>current</u> address for each former tenant named in the application, if known?
You can leave this blank if you do not know the former tenant's current address. However, after the LTB issues a Notice of Hearing you must give the former tenant a copy of this application and the Notice of Hearing at least 30 days before the hearing. See the instructions for more information about how you can give these documents to the former tenant.
Did you select the applicable reason(s) and provide all of the requested details?
Did you check your math?
Make sure you have correctly calculated the total amounts owing. Check the calculation across the rows of each table and then check the total amounts in the final columns.
Also check to be sure that the amount in the box on page 1 matches the total amount owing in Part 5.
Did you date and sign the application on page 7?
If your application is not signed and dated, the LTB will not accept it.

(Disponible en français)

Important Information for Landlords

Use this application if the tenant has already moved out of the rental unit and you want to apply for an order to:

- collect rent arrears and/or compensation that you believe the former tenant owes you,
- collect an amount for charges related to NSF cheques the former tenant gave you,
- collect costs you believe the former tenant owes you for unpaid utility bills,
- collect money you believe the former tenant owes you for damaging the rental unit,
- collect costs that you incurred because the former tenant or someone else visiting or living in the
 rental unit substantially interfered with your reasonable enjoyment or lawful right, privilege or interest.

You must file this application no later than one year after the former tenant moved out of the rental unit.

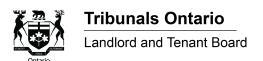
Instructions for this application are available at the Landlord and Tenant Board (LTB) website at tribunalsontario.ca/ltb.

- 1. Select your language preference (French or English). If you require accommodation complete a Tribunals Ontario Accommodation Request form.
- 2. Complete this application.
 - Part 1 asks for information about the address of the rental unit covered by this application.
 - Part 2 requires you to fill in the total amount you believe the former tenant owes you.
 - Part 3 asks for general information about:
 - you (your name, etc.)
 - the date the former tenant moved out of the rental unit,
 - the former tenant's current address.
 - your email address and the former tenant's email address, if known,
 - any other unresolved applications that relate to the rental unit.
 - Part 4 requires you to:
 - select and explain the reason(s) for your application, and
 - show how you calculated the amount you believe the former tenant owes you.
 - Part 5 asks you to show how you calculated the total amount you believe the former tenant owes you.
 - **Part 6** requires your signature or that of your representative, and, if you are being represented, your representative's contact information.
- 3. Complete the checklist that is attached to the application to make sure you have completed the application form correctly. Do not include the checklist when you file the application.
- 4. File all pages of the application with the LTB (not including this page) no more than **365 days** after the day the former tenant moved out of the rental unit. The LTB will send you a notice of hearing showing the time and method of your hearing.

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- 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. You can email your application and pay online. 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 pay by credit card, certified cheque or money order. If you cannot afford the fee, you can submit a Fee Waiver Request.
- 6. Give each of the former tenants named in this application a separate copy of the application and the Notice of Hearing issued by the LTB. You must do this at least 30 days before the hearing using one of the methods listed in the <u>Certificate of Service Former Tenant</u>. If you cannot use one of these methods, you can ask the LTB for permission to serve the documents in a different way by submitting a <u>Request to Use Alternative Service</u>. You must submit this request at least 40 days before the hearing.
- 7. File a completed Certificate of Service Former Tenant with the LTB setting out how and when you gave each former tenant a copy of this application and the Notice of Hearing. You must file the completed Certificate of Service with the LTB at least 20 days before the hearing. If the LTB does not receive the Certificate of Service by this deadline it may cancel your hearing and close your application. Your filing fee will not be refunded if this happens.
- 8. Contact the LTB if you have any questions or need more information.

416-645-8080 1-888-332-3234 (toll free) tribunalsontario.ca/ltb



v. 01/09/2021

Application to Collect Money a Former Tenant Owes FORM L10

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Language Preference
The LTB offers services in both French and English.
What is your preferred language?
If you are the respondent and want French Language Services, complete the Request for French Language Services form and send it by email or mail to the LTB office handling this file.
Accommodation
Accommodations are arrangements to allow everyone, regardless of their abilities, to participate fully in the LTB's process.
If you require accommodation complete the <u>Accommodation Request</u> form and email or mail it to the LTB office that is handling this file. The form and more information about accommodation is available at <u>tribunalsontario.ca/en/accessibility-and-diversity/.</u>
Read the instructions carefully before completing this form. Print or type in capital letters.
Part 1: 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
Part 2: Total Amount the Former Tenant Owes
The following information is from your landlord
I am applying to the Landlord and Tenant Board for an order:
to collect the money you owe me.
I believe that you owe me a total of \$
This amount includes the filing fee for this application. To see how I calculated this amount, go to page 6.
OFFICE USE ONLY
File Number

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FORM L10

The following information is from the Landlord and Tenant Board

IF YOU AGREE with the amount the landlord claims you owe:

If you agree with the amount the landlord claims you owe, you can pay everything you owe or work out a payment plan. However, read the options before you decide. You may want to get legal advice first.

OPTION 1: Pay everything you owe

If you pay all the arrears and costs you owe plus the landlord's filing fee before the LTB issues an order about this application, be sure to get a receipt. Go to the hearing, where you can tell the Board what you've paid. If the landlord gave you receipts for amounts you paid, bring them to the hearing.

OPTION 2: Work out a payment plan

If you cannot pay everything you owe right now, you can talk to your landlord to see if they are willing to work out a payment plan. If you and the landlord agree to a payment plan, go to the hearing where you can explain the payment plan to the LTB.

IF YOU DO NOT AGREE with the amount the landlord claims you owe:

Talk to your landlord to see if both of you can agree on a different amount. You may want to get legal advice first.

If you and
your landlord
agree on a
different
amount

If you and your landlord can agree on the amount you owe, read the options above called **Pay** everything you owe and Work out a payment plan. You can follow one of these options, but use the different amount you and your landlord have agreed on. You should go to the hearing and tell the Member about your agreement.

If you and your landlord do not agree on a different amount

If you and your landlord cannot agree on the amount you owe, you should go to the hearing. At the hearing, you can explain why you disagree with the amount the landlord claims you owe. If the LTB decides that you owe money, you can ask for more time to pay it. See "Go to the hearing" below for more information about the hearing.

Go to the hearing

The date, time and method of the hearing are shown on the Notice of Hearing that is attached to this application. At the hearing, the landlord will have to prove the claims they made in the application. You will have an opportunity to respond to the landlord's claims. For example, you can explain why you disagree with the amount the landlord claimed you owe. You can also ask the LTB for more time to pay the money you owe. If you have paid everything you owe before the hearing, or if you and your landlord have worked out a payment plan, you can tell the LTB at the hearing.

After the hearing

The LTB will make a decision and issue an order that will be sent to you by email or mail at your current address. The order will tell you what the LTB decided. You should read the order to be sure it is correct and that you understand it.

For more information: You can contact the Landlord and Tenant Board at 416-645-8080 or toll-free at 1-888-332-3234 or visit the LTB's website at tribunalsontario.ca/ltb.

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Part 3: General Information

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First Name (If there is	more than 1	landlord, comple	ete a Sche	dule of Parties f	orm and file it	with this a	application.)
Last Name							
Company Name (if ap	plicable)						
Street Address							
Unit/Apt./Suite	Municipali	ity (City, Town, e	etc.)			Prov.	Postal Code
Day Phone Number		Evening l	Phone Nur	nber	Fax Nu	mber	
()	-	()	-	()	-
E-mail Address							
The former tenant m				/ / dd/mm/yyy	•	004 14	. 51. 41.
Note: The tenant mu application no later t					-	021. You	u must file this
Former Tenant Nam	nes and Cur	rent Address					
Tenant 1: First Name	(If there are r	nore than 2 tena	nts, compl	ete a <i>Schedule</i>	of Parties forn	n and file	it with this application.
Tenant 1: Last Name							
Tenant 2: First Name							
Tenant 2: Last Name							
Current Address							
Unit/Apt./Suite	Municipali	ity (City, Town, e	etc.)			Prov.	Postal Code
Day Phone Number		Evening F	Phone Nun	nber	Fax Nu	mber	
()	-	()	-	()	-
E-mail Address							

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Related Applications

If you or your 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 4: Applying t	to Collect Money	the Former Tenan	it May Owe	You	
` ,	. ,	son(s) for which you beli on your reason for apply		tenant owes y	/ou money.
Reason 1: The for	mer tenant owes:				
• com	pensation for each da	ng the tenancy, and/or y they remained in the re nent to terminate the ten		he tenancy w	as terminated by
The total rent and o	compensation the form	er tenant owes is:		\$	•
I have calculated the a	mount of rent the tenai	nt owes me as follows:			
Rent P From: (dd/mm/yyyy)	eriod To: (dd/mm/yyyy)	Rent Charged \$	Rent Paid \$	F	Rent Owing \$
I I	1 1	•	•		•
1 1	1 1	•	•		•
1 1	1 1	•	•		•
		7	otal Rent Owing	\$	•
The amount of rent cu	rrently on deposit:	\$.			
The date the rent depo	osit was collected:	/ / dd/mm/yyyy			
The last rental period to was paid interest on the		/ / dd/mm/yyyy	to	/ dd/m	/ m/yyyy
Reason 2: I have	bank or administration	charges for NSF cheques	the former tena	ant gave me d	uring the tenancy.
Note: The maximum	m administration charg	e you can claim for eacl	n cheque is \$20).00.	· ·
The total amount fo	ormer tenant owes for I	NSF cheques is:		\$	•
I have calculated the a	mount the former tena	nt owes me for NSF che	ques as follows	s:	
Cheque Amount \$	Date of Cheque dd/mm/yyyy	Date NSF Charge Incurred dd/mm/yyyy	Bank Charge for NSF Cheque \$	Landlord's Administration Charge \$	Total Charge \$
		¬1	1	-	

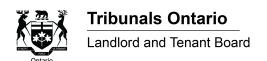
•	1 1	1 1	•	•	
		T-4-LNCE D-1-	Ob O		

Total NSF Related Charges Owing \$



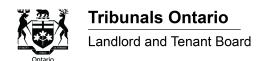
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	ormer tenant did not pa ed to pay under the ter	• •		•	•
The total reasonal	ole out-of-pocket expe r tenant's failure to pa	nses I have incurred	•	\$	•
I have calculated the	amount the former ter	nant owes me for utilit	y costs as follows:		
Date of Utility Bill (dd/mm/yyyy)	Period Cover From (dd/mm/yyyy)	ed by Utility Bill To (dd/mm/yyyy)	Total Bill Amount \$	Amount Paid by Tenant \$	Amount Owing by Tenant \$
Name of Utility Provider 1:		,			
1 1	1 1	/ /		•	•
Name of Utility Provider 2:					
/ /	/ /	/ /		•	•
Name of Utility Provider 3:		1			
/ /	/ /	/ /	•	•	•
		1	To	otal \$	•
	Δtta	ch more sheets, if neces	ssan/		
	At	tach more sheets, if ned	cessary.		
dama	ormer tenant or someo ge to the rental unit or necessary to repair or	residential complex.	The former tenant	, ,	•
The reasonable co	osts I have incurred or v is:	will incur to repair or	replace the	\$	•
Please explain: Wha repair or replace the c	t were the damages to lamaged property?	the property? How	did you calculate th	ne costs you are	e claiming to



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Reason 5: The former tenant or someone else visiting or livir landlord's reasonable enjoyment or lawful right, puthe reasonable out-of-pocket expenses I incurred	rivilege or interest.	The former tenant must pay
Note: Do not select this reason if former tenant caused dama did not pay utility bills.	ge to the rental unit	or residential complex or
The reasonable costs I have incurred are:		\$.
Please explain: How did the former tenant or someone else visit interfered with your reasonable enjoyment or lawful right, privilege expenses and how they are connected to this conduct.	_	
Attach more sheets, if ned	cessary.	
Part 5: Total Amount Owing		
Total rent and compensation owing: (From Part 4, Reason 1)	\$	•
Total NSF charges owing: (From Part 4, Reason 2)	\$	•
Total utility costs owing: (From Part 4, Reason 3)	\$	•
Total costs for damages owing: (From Part 4, Reason 4)	\$	•
Total costs relating to substantial interference owing: (From Part 4, Reason 5)	\$	•
Application Fee:	\$	•
	Total: \$	



(Disponible en français)

Part 6: Signatu	ire						
Landlord/Represe	ntative's Sig	nature					
					/ dd/r	/ mm/yyyy	
Who has signed the	e application?	Shade the b	ox complete	ely next to you	ır answer.		
Landlord [Legal Re	presentative					
Information About	the Legal R	epresentativ	'e				
First Name							
Last Name							
LSUC#	Company Na	ame (if applicat	ole)				
Mailing Address							
Unit/Apt./Suite	Municipal	ity (City, Town,	etc.)			Prov.	Postal Code
Day Phone Number		Evening	g Phone Num	ıber	Fax N	umber	
() 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. It is an offence under the *Residential Tenancies Act*, 2006 to file false or misleading information with the Landlord and Tenant Board.
- 2. The LTB can order either the landlord or the tenant to pay the other's costs related to the application.
- 3. The LTB has *Rules of Procedure* 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 website at tribunalsontario.ca/ltb.



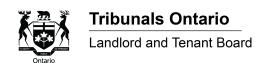
Part 1: Payment Method

elect how you are l	paying the ap	plication fee:	
Online Paym	nent Receip	pt #:	
Note: Receip	pt must be em	nailed with application to LTBpayments@ontario.ca	<u>i</u> .
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:	complete The informa	e paying by credit card, you must the information on the next page. ation you fill in on the next page is confidential. ed to process your application, but will not be	

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.

m not available on the following	g date(s).		



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	mation

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