

## Making a Request to Assign a New Member

A landlord, tenant, or another party to an LTB proceeding may make a motion asking the Landlord and Tenant Board (LTB) to assign another Member to complete a hearing or make a decision where the original Member:

- Has died or for any other reason appears to be unable to complete a hearing or to make a decision; or
- Has not completed the hearing or made a decision by a deadline previously specified by the Chair.

You must have submitted a written inquiry to the LTB about the status of the hearing or decision before making this motion.

The LTB will **not** accept a motion requesting that a new Member be assigned until at least **90 days** after the later of:

- The last scheduled hearing date (if no further hearings are scheduled or expected).
- The deadline for any post-hearing submissions established by the Member (if applicable).
- The last submission deadline in a written hearing.

The motion will generally be decided **without a hearing** and without submissions from other parties.

For more information see the [Practice Direction on Motions to Assign a New Member Due to Delay](#) and [LTB Rule of Procedure 27](#).

## How to Complete a Request to Assign a New Member

Before completing this form, review the instructions carefully. It is your responsibility to ensure the request is complete and meets the eligibility criteria. Incomplete requests or those that do not meet the conditions in the Practice Direction or Rule 27 may be denied.

## Reasons for Your Request

Explain why you are requesting the assignment of your case to a new Member. The reasons must relate to the circumstances described above. Unrelated reasons will not be considered.

In deciding your motion, the LTB may consider the following factors:

- Whether you have previously inquired about the status of your case.
- The length of the delay in completing the proceeding.
- The reasons for the delay.
- The expected date the original Member would be able to complete the hearing or decision.
- The complexity and urgency of the issues in your case.
- The LTB's available resources.
- Any other relevant factor.

If the motion is granted, the new Member may:

- Make a decision based on the existing record.
- Continue the hearing if it has not been completed.
- Rehear some or all of the proceeding.
- Recall witnesses or request additional evidence.
- Allow parties to make submissions on how the reassignment should proceed.

**You may attach additional sheets if necessary. Supporting documents may also be included to strengthen your request.**

See instruction document for detailed instructions.

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 Board's website at [tribunalsontario.ca/LTB](http://tribunalsontario.ca/LTB).



## Language Preference

The LTB offers services in both French and English.

**What is your preferred language?** ☐ French ☐ English

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 [Accommodation Request](#) form and email it to [LTB@ontario.ca](mailto:LTB@ontario.ca), or send the form by mail to the LTB. To see the list of all LTB office addresses, visit [tribunalsontario.ca/ltb/contact/](http://tribunalsontario.ca/ltb/contact/).

## File Numbers

File Numbers:

## Requesting Party's Information

☐ Landlord ☐ Landlord Representative ☐ Tenant ☐ Tenant Representative ☐ Other

First Name:

Last Name:

Company (if any):

### Mailing Address

Unit/Apt./Suite:

Street Number:

Street Name:

City:

Province:

Postal Code:

Country (if not Canada):

Home Phone Number:

Business Phone Number:

Fax Number:

Email Address:

What is the best way to communicate with you? ☐ Mail ☐ Email \*

\* If you check Email, you consent to receive documents and correspondence from the Landlord and Tenant Board by email. Providing consent to email means that the LTB will communicate and send documents by email to all of the requesters. Do not check the Email box if there are multiple requesters and some want to receive documents by regular mail instead of email.

### OFFICE USE ONLY:

File Number:

Delivery Method:

☐ In Person ☐ Mail ☐ Courier ☐ Email ☐ Service Ontario Center

FL:

**Unit, Building or Complex Covered by the Application**

Unit/Apt./Suite:

Street Number:

Street Name:

City:

Province:

Postal Code:

**Request Details**

Based on how long I have been waiting, I believe the Member is unable to complete the hearing or issue a decision or the Chair set a deadline for the Member to complete the hearing or issue a decision, and the deadline has passed.

Explain the reasons for your request:

*Attach additional sheets if necessary.*

## Signature

☐ Landlord    ☐ Landlord Representative    ☐ Tenant    ☐ Tenant Representative    ☐ Other

I confirm that the information provided is accurate and that my request meets the requirements of *Rule 27*.

Signature

Date (dd/mm/yyyy)

## Information About the Legal Representative

First Name:

Last Name:

Law Society of Ontario #:

Company Name (if applicable):

Email Address (The LTB will use this email address to communicate with you):

Day Phone Number:

Evening Phone Number:

Fax Number:

Mailing Address

Street Number:

Street Name:

Unit/Apt./Suite:

Municipality (City, Town, etc.):

Province:

Postal Code:

## 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](mailto:LTB@ontario.ca) or our Contact Center at **416-645-8080** or **1-888-332-3234** (toll free).