



Making a Request to Shorten Time

A landlord, tenant or another party to an LTB proceeding that will result in a hearing may file a request to shorten time to hearing. If the request is granted, the hearing will be held sooner than it would otherwise. If the request is denied the hearing will be scheduled according to the LTB's usual timeline.

A landlord who has not filed their Application for a Rent Increase Above the Guideline at least 90 days before the effective date of the first intended rent increase referred to in the application may file a request to shorten time. If the request is granted, the application will be accepted by the LTB. If the request is denied, the application will not be accepted.

How to complete a Request to Shorten Time

Before completing the request form, carefully review these instructions. It's your responsibility to make sure your request is correct and complete by providing all necessary reasons and documents. If your request is denied, you cannot make another request to expedite the same hearing or regarding the Application for a Rent Increase Above the Guideline, unless there has been a significant change in circumstances since the original request.

Reasons for your request

Explain the reasons for your request and why it should be granted. Reasons in your Request to Shorten Time must pertain to the application. Unrelated reasons will not be considered.

Please provide any accompanying documents to support your request. Failure to include supporting documents may lead to your request being denied.

In deciding whether to grant your request, the LTB Member may consider the following factors in Rule 16.4 of the LTB's [Rules of Procedure](#):

- a. Any prejudice (harm) you or another the party may experience if the request is granted or not granted;
- b. Whether there is any way the prejudice may be remedied (addressed);
- c. Whether this request is made in good faith;
- d. If the request is for an extension of time, the length of the delay in filing the document and the reason for it;
- e. Any other factors the LTB Member considers relevant in the circumstances.

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.



File Number: _____

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, or send the form by mail to the LTB. To see the list of all LTB office addresses, visit tribunalsontario.ca/lrb/contact/.

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 applicants. Do not check the Email box if there are multiple applicants and some want to receive documents by regular mail instead of email.

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).

OFFICE USE ONLY

File Number: _____

Unit, Building or Complex Covered by the Application

Unit/Apt./Suite:

Street Number:

Street Name:

City:

Province:

Postal Code:

I am requesting that the LTB shorten:

- ☐ the time to schedule a hearing for my application.
- ☐ the deadline to file an Application for a Rent Increase Above the Guideline.

Explain the reasons for your request and why it should be granted.

Provide any accompanying documents to support your request. **Failure to include supporting documents may lead to the denial of your request.**

In accordance with Rule 16 of the Board's Rules of Procedure, the LTB Member may take into account the following factors when determining your request:

- the length of the delay, and the reason for it;
- any prejudice a party may experience;
- whether any potential prejudice may be remedied;
- whether the request is made in good faith; and
- any other relevant factors.

Note: If the LTB refuses your request to shorten time, you may not make a further request regarding the same time requirement unless there has been a significant change in circumstances.

Attach more sheets if necessary.

Signature

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

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:

For Board Use Only:

The request to shorten time is:

☐ Granted☐ Denied**Reasons:**

Name of Member:

Signature:

Date: