



Important Information

Use this form to request that the Landlord and Tenant Board (the Board) review an order if:

- you believe the order contains a serious error, or
- you were not reasonably able to participate in the proceeding.

Instructions for a *Request to Review an Order* are available on the Board's website at tribunalsontario.ca/ltb.

NOTE: **DO NOT USE** this form if you believe that the Board made a clerical error in writing an order (e.g. a spelling mistake, a mistake in calculation, etc.). In this case you can file a *Request to Amend an Order*. The *Request to Amend an Order* form is available on the Board's website at tribunalsontario.ca/ltb.

A party may file only **one** request to review an order. If the same party files another request to review the same order, it may be denied and the Board will not refund the fee.

1. Complete all three parts of this form.

- **Part 1** asks for general information about:
 - the party requesting a review of an order (the Requester),
 - the address of the rental unit covered by this request,
 - the other parties to the request.
- **Part 2** requires you to select and explain the reasons for your request.
- **Part 3** requires your signature or that of your representative, and, if you are being represented, your representative's contact information.

2. File all pages of the form (not including this page) with the Board **no more than 30 days** after the date the order was issued.

3. Pay the fee of **\$58** to the LTB at the same time as you file a *Request to Review an Order* form. The LTB will not process your request unless you pay the fee. If you mail or courier the request, you can pay the filing fee by money order, certified cheque, or by credit card. You can't pay by cash or debit card if you file by mail or courier. If you pay online, email your receipt and request to LTPayments@ontario.ca. If you cannot afford the fee, you can submit a [Fee Waiver Request](#).

4. Contact the Board if you have any questions or need more information.

**416-645-8080
1-888-332-3234 (toll free)
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, or send the form by mail to the LTB. To see the list of all LTB office addresses, visit tribunalsontario.ca/ltb/contact/.

Part 1: General Information

Requesting Party's Information

Landlord Co-op Tenant Co-op Member Other Party

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.

OFFICE USE ONLY:

File Number: _____

Delivery Method:

In Person Mail Courier Email Service Ontario Center

FL: _____

Unit, Building or Complex Covered by the Request

Unit/Apt./Suite: Street Number: Street Name:

City: Province: Postal Code:

Other Parties to the Request Information

Landlord Co-op Tenant Co-op Member Other Party

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:

If there is more than one other party, provide the names, addresses and telephone numbers of the additional other parties on the *Schedule of Parties* form which is available from the Board's website at tribunalsontario.ca/ltb.

Part 2: Reason for Your Request

I am requesting that the Board review the order _____ (file number),
issued on _____ (dd/mm/yyyy), because it contains a serious error.

Check the box(es) next to your reason for applying.

- I believe the order contains a serious error,
 I was not reasonably able to participate in the proceeding.

In the space provided below, describe why you are requesting a review of the order.

If you are requesting a review because you believe the order contains a serious error, describe why you believe that the order contains a serious error. For example:

- Did the Board apply the *Residential Tenancies Act, 2006* in a situation where it did not apply?
- Did the order include a remedy that is not appropriate in the circumstances?
- Was a decision in the order affected by information that was misleading or incorrect?
- Did the order fail to comply with the rules of natural justice?

If you are requesting a review because you were not reasonably able to participate in the proceeding, describe why you were not reasonably able to participate. For example:

- Did you not receive the Notice of Hearing?
- Was the Notice of Hearing served incorrectly, for example to the wrong address or to the wrong person?
- Were you physically unable to attend?

Explain in detail why you believe the order contains a serious error or why you were not reasonably able to participate in the proceeding. As well, indicate how you think the order should be changed if your request for review is successful.

If you do not convince the Board that there may be a serious error in the order, or that you were not reasonably able to participate in the proceeding, your *Request to Review an Order* may be dismissed without further consideration.

Attach more sheets if necessary.

Check the box to indicate whether you are asking the Board to stay (put on hold) the order or to lift (remove) a stay.

I am requesting that the Board stay the order I want reviewed.

An order that is stayed **cannot** be enforced.

Explain why the Board should stay the order you want reviewed.

Attach more sheets if necessary.

I am requesting that the Board lift the stay imposed by the Divisional Court on the order I want reviewed.

An order that is appealed to the Divisional Court is automatically stayed and the Board cannot consider your *Request to Review an Order unless* it first decides to lift the stay.

Explain why the Board should lift the stay resulting from the appeal to Divisional Court.

Attach more sheets if necessary.

Part 3: Signature

Signature

Date (dd/mm/yyyy)

Who has signed the request? Check the box next to your answer.

Requester Representative Other

Information About the 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 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 Board has *Rules of Practice* that set out rules related to the review process and *Interpretation Guidelines* that explain how the Board might decide specific issues that could come up in the review process. 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.



Payment Method

Select how you are paying the application fee:

- Money Order Certified Cheque

Money orders and certified cheques must be made payable to the "Minister of Finance".

- Credit Card

If you are paying by credit card and filing your application by mail or courier, you must complete the [Credit Card Payment Form](#) and submit it with your application.