



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](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/).

## 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.

## Unit, Building or Complex Covered by the Application

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

City: Province: Postal Code:

## Hearing Information

What is the date of the hearing you are requesting to reschedule? Hearing Date (dd/mm/yyyy): \_\_\_\_\_

**Important:** This request must be received by the LTB at least **five business days** before the hearing.

## Consent Confirmation

Have you obtained consent to reschedule the hearing from the other party or parties?

Yes       No

How did the other party or parties consent to the rescheduling?

Verbally       In Writing

**Additional Information** (provide reasons you cannot attend a virtual hearing or send someone on your behalf and provide supporting documentation of any alleged scheduling conflicts).

Explain why you believe your hearing should be rescheduled.

*Attach more sheets if necessary.*

## Scheduling Information

In the space below, list the dates that each party and their representative is not available for **three months** after the date of the hearing you are requesting to reschedule.

Landlord: *Date(s) not available*

Landlord Representative: *Date(s) not available*

Tenant: *Date(s) not available*

Tenant Representative: *Date(s) not available*

## 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: \_\_\_\_\_

## Important Information

1. A request to reschedule a hearing can be made by any party to the application. The person making this request must:
  - Get the consent of all parties to reschedule the hearing. Parties may give verbal consent, but it is best to get their consent in writing.
  - Give this request to the LTB **at least five business days** before the hearing by:
    - i) Uploading the request into the Tribunals Ontario Portal, log into portal, click on the file number ,select Documents, Evidence and Requests, and select Request to Reschedule the Hearing
    - ii) Email to: [LTB@ontario.ca](mailto:LTB@ontario.ca)
    - iii) Mail or courier it to the LTB Regional Office listed on the Notice of Hearing
    - iv) Fax to: 1 (833) 610-2242 or (416) 326-6455
  - Include a list of **unavailable** dates for the landlord **and** the tenant and their representatives for **three months** after the date of the hearing you are asking to reschedule.
- The request to reschedule may be denied by the LTB if your request does not meet all of these requirements.
2. The parties or their representatives must contact the LTB to find out if the LTB has granted the request.
3. The hearing will proceed on the original date if the LTB does not grant your request. If the applicant does not attend the hearing, the application may be dismissed. If the respondent does not attend the hearing, the LTB may proceed without the respondent.
4. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.
5. For further information, you may visit the LTB's website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb) or contact the LTB at 416-645-8080 or toll-free at 1-888-332-3234.

**For Board Use Only:**

The request to reschedule is:  Granted  Denied

**Reasons:**

Name of Member: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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).

**OFFICE USE ONLY**

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