



File Number:

To: (Name)

Address:

**You are summoned and required to attend the following
Landlord and Tenant Board hearing.**

Hearing Date and Time: _____

Hearing Location: _____

You must remain at the hearing until the hearing is finished and you are told that you can leave.

The hearing is about:

(Unit number and full address of the rental property)

The parties are: _____ (applicant)

and _____ (respondent)

You must bring with you and produce at the hearing the following documents and things:

(List the documents required and provide sufficient details so the witness can easily identify what they must have with them at the hearing. Additional sheets may be attached if required.)

Dated at _____, on the _____ day of _____, 20 _____.

Member, Landlord and Tenant Board

**Information about this Summons****Information for the person serving the summons**

1. As a lawyer or paralegal, you must complete both the [Request for the LTB to Issue a Summons](#) form and this Summons form and file them with the LTB. If the LTB grants your request for a summons, an LTB member will sign your completed summons form.
2. This summons must be signed by a member of the LTB before you can serve it on (give it to) a witness.
3. You must serve the summons directly on the witness. A summons cannot be served by mail or left with someone else at the address. If someone else serves the summons, the LTB may ask you to prove that this person gave it directly to the witness.

Information for the person being summoned

1. You are entitled to be paid fees for participating in the hearing as if you have been summoned to attend at the Superior Court of Justice. The amount that you are entitled to be paid is found in [Tariff A of the Rules of Civil Procedure](#).
2. This summons was issued at the request of:

| | | |
|----------------|---------|----------------|
| Name: | | |
| Address: | | |
| Telephone No.: | LSUC #: | Email Address: |

Any questions you have about your attendance as a witness or about the documents or things requested in this summons should be directed to the person named above.

3. Call the LTB at 1-888-332-3234 or 416-645-8080 if you need services in French.
4. The LTB will accommodate your *Human Rights Code* related needs under Tribunals Ontario's [Accessibility and Accommodation Policy](#). You can read the policy at tribunalsontario.ca under "About" – "Accessibility and Diversity". Or you can call the LTB at the number above and ask for a copy.

Additional information about the summons process

A witness who is properly served with the summons, is paid in accordance with [Tariff A](#), and who fails to attend the LTB hearing without a lawful excuse, may be punished by the Superior Court of Justice in the same way as the Court would punish a witness who disobeys a summons to court.

To read [Rules of Procedure 7.4 and 7.5](#) or the brochure [Requesting a Summons](#), visit the LTB website at tribunalsontario.ca/ltb or call the LTB at 416-645-8080 or toll-free at 1-888-332-3234 to request a copy.