



## **Instructions on Withdrawing Applications**

Where an applicant does not want to continue with their application, they may file a *Request to Withdraw an Application* form with the Landlord and Tenant Board (LTB).

If the tenant has paid the landlord the amount necessary to discontinue an *Application to Evict a Tenant for Non Payment of Rent and to Collect the Rent the Tenant Owes* (L1 application), the landlord may file a *Request for Ex Parte Discontinuance Order* form.

In most cases this will result in the matter being resolved without a hearing. Only the party who filed the application, or their representative, may file the request with the LTB.

### **Who can withdraw an application?**

An applicant who does not want to continue with their application may file a *Request to Withdraw an Application* form. This process also applies to a party who filed a Set-Aside Motion, Voiding Motion or Request to Review an Order and does not want to continue with their claim.

Once the matter is withdrawn, the party cannot change their mind later and ask to continue with the application or claim.

### **When can an application be withdrawn?**

#### ***Before the hearing***

An applicant may withdraw their application or any time before an electronic or in-person hearing begins by filing a *Request to Withdraw an Application* form.

Please note that application fees are non-refundable.

An electronic or in-person hearing begins when the parties first come before the Member or Dispute Resolution Officer (DRO). This includes an appearance on a preliminary matter.

The applicant must tell all the other parties in writing about the withdrawal.

#### ***After the hearing has begun***

After an oral or electronic hearing begins, an application can only be withdrawn if the LTB agrees to the request.

An oral or electronic hearing begins when the parties first come before the Member or DRO. This includes an appearance on a preliminary matter.

During a hearing an applicant can ask the Member or DRO for permission to withdraw the application.

If the hearing has been adjourned, an applicant may file a *Request to Withdraw an Application* form with the LTB. The LTB will then decide if it accepts the request to withdraw. If you are not certain if the LTB agreed, you should attend the next hearing.

#### ***Written hearings***

Where an application is being heard in writing, it may be withdrawn any time before the applicant's written submissions are due. After this date, an applicant must ask the LTB in writing to withdraw the application. In either case, the applicant should file the *Request to Withdraw an Application* form.

#### ***Tenant applications (T2) for harassment, obstruction, coercion, threatening, or interference***

If an application is for an order determining that the Landlord, superintendent, or agent of the Landlord has harassed, obstructed, coerced, threatened or interfered with the Tenant during the Tenant's occupancy of the rental unit, the application cannot be withdrawn without the LTB's consent.

A tenant who wants to withdraw their application before the hearing should file a *Request to Withdraw an Application* form explaining why they want to withdraw.



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/).

**ONLY THE PARTY WHO FILED THE APPLICATION (THE APPLICANT)  
OR THEIR REPRESENTATIVE MAY SUBMIT THIS FORM TO THE LTB**

I am the:  Landlord  Tenant  Co-op  Representative  Other

First Name:

Last Name:

Day Phone Number: Email Address:

Law Society of Ontario No. (if applicable): I have the authority to bind all Applicants:

Yes  No

### Rental Unit Address

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

City: Province: Postal Code:

### Withdrawal

I am the Applicant/Applicant Representative and I want the file closed with no further action taken.

If the hearing has already begun the LTB must agree to your request to withdraw.

If you filed a T2 application for an order determining that the Landlord, superintendent, or agent of the Landlord has harassed, obstructed, coerced, threatened or interfered with you, it cannot be withdrawn without the LTB agreeing. In the box below please explain why you want to withdraw the T2 application.

## Refunds

Please note that application fees are non-refundable.

## Signature of Requester

By signing my name, I declare that, to the best of my knowledge, the information that is found in this form and declaration is complete and accurate.

Name:

Signature:

Date (dd/mm/yyyy):

Please check this box if you are filing this form electronically. This represents your signature. You must fill out the date above.

## 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).