



Name of Tenant	Email Address
Name of Landlord	Email Address
Address of Rental Unit	
File number	

The landlord and tenant agree to give each other all documents, evidence and submissions relating to this LTB file number by uploading them directly into the Tribunals Ontario Portal.

Important Information from the Landlord and Tenant Board

1. This form must be signed by the landlord and tenant. If there is more than one tenant, each tenant must sign a separate form.
2. The Consent must be in writing, although you do not have to use this form.
3. If you decide later that you want to stop receiving documents in the Tribunals Ontario Portal, you may tell the other person in writing.
4. Each person is responsible for checking the Tribunals Ontario Portal to see if any documents have been uploaded to the file.
5. Keep a copy of this form for your records.
6. For more information see the brochure [*How to Serve a Landlord or Tenant with Documents*](#) which is available from the LTB website at tribunalsontario.ca/ltb. If you have any further questions you can contact the LTB by phone at **416-645-8080** or **1-888-332-3234**.

Signature of Tenant

First Name	Last Name
Signature	Date (dd/mm/yyyy)

Signature of Landlord

First Name	Last Name
Signature	Date (dd/mm/yyyy)