

# Form L1 - Checklist

## Application to evict a tenant for non-payment of rent and to collect rent the tenant owes

Before you file the attached application with the Landlord and Tenant Board, make sure you can answer **YES** to each of the following questions. If not, your application to the Board may be dismissed, which means you may have to start over.

**Are you applying after the termination date on the N4 notice?**

You cannot file this application until the day **after** the termination date in the Notice to End a Tenancy Early for Non-payment of Rent (Form N4).

**Have you included a copy of the N4 notice and a Certificate of Service for that notice with your application?**

You must include a copy of these two documents when you file your application; if you do not, your application will not be accepted. Be sure to keep copies of these documents for your records.

**Did you name each tenant that lives in the rental unit?**

The tenant or tenants that you name in this application should be the same people you named on the N4 notice of termination that you served.

**Did you fill in the complete address of the rental unit?**

Be sure that you have provided the full address - including the correct unit number and postal code.

**Did you check your math?**

Make sure you've correctly calculated the total amounts owing in the two tables in Part 4 (Rent Owing and NSF Cheque Charges). Check the calculation across the rows of each table and then check the total columns.

Also check to be sure that the amount in the box on page 1 matches the total amount owing in Part 5.

**Did you date and sign the application on page 6?**

If your application is not signed and dated, the Board will not accept it.

Information for the Tenant from the Landlord

I am applying to the Landlord and Tenant Board for an order:

- to evict you because you owe rent, and
- to collect the money you owe me.

I believe that you owe me a total of \$ , .  as of  /  /   
dd mm yyyy

This amount includes the filing fee for this application (\$170.00). You may also owe me any new rent that comes due after I file this application. To see how I arrived at this amount, go to page 4.

Information for the Tenant from the Landlord and Tenant Board

**IF YOU AGREE with the amount the landlord claims you owe:**

If you agree with the amount the landlord claims you owe, you can do one of the following. But read all three options before you decide. You may want to get legal advice first.

**Pay  
everything  
you owe**

If you pay all the rent you owe plus the landlord's filing fee before the Board issues an order about this application, the landlord will not be able to evict you for not paying the rent. The Board usually issues an order after holding a hearing. For information about the hearing, see the attached Notice of Hearing.

The amount you have to pay includes:

- the amount of rent the landlord is claiming in this application (go to Part 4, Section 1 on page 4), plus
- any new rent that has come due after the application was filed, plus
- the landlord's \$170.00 filing fee.

You can pay these amounts to the landlord directly, or to the Board in trust. If you pay everything to the landlord, be sure to get a receipt.

Once you have paid everything, you should contact the Board to make sure the hearing has been cancelled. If it has not been cancelled, you will need to go to the hearing.

**Work out a  
payment  
plan**

If you cannot pay everything you owe right now, you can contact your landlord to see if they are willing to work out a payment plan.

If you and the landlord reach an agreement, you or your landlord can file a copy of your written agreement with the Board. The Board can issue a consent order based on the payment plan you have agreed to. If the Board issues a consent order, you will not have to attend the hearing.

If you and the landlord cannot reach an agreement, you will need to go to the hearing.

The Landlord and Tenant Board collects the personal information requested on this form under section 185 of the *Residential Tenancies Act, 2006*. This information will be used to determine applications under this Act. After an application is filed, all information may become available to the public. Any questions about this collection may be directed to a Customer Service Representative at 416-645-8080 or toll-free at 1-888-332-3234.

For Office use only : File Number:

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**Go to the hearing**

The date, time and location of the hearing are shown on the Notice of Hearing that is attached to this application.

At the hearing, you can explain why you think you should not be evicted and you can ask the Board for more time to pay the money you owe. You will also be able to raise other issues such as maintenance problems or harassment. It is important that you bring evidence to support your case.

If you would like to resolve this application by mediation instead of the formal hearing process, in most cases you can speak to a Board mediator on the day of your hearing.

After the hearing the Board will make a decision and issue an order that will be sent to you by mail. The order will tell you what you have to pay. You should read the order to be sure it is correct and that you understand it.

**IF YOU DO NOT AGREE with the amount the landlord claims you owe:**

If you do not agree with the amount your landlord claims you owe, you can talk to your landlord to see if both of you can agree on a different amount. You may want to get legal advice.

**If you and your landlord agree on a different amount**

If you and your landlord can reach an agreement about the amount you owe, read the options above called **Pay everything you owe**, **Work out a payment plan** and **Go to the hearing**. You can follow one of those options, but use the different amount you and your landlord have agreed on.

**If you and your landlord cannot agree on a different amount**

You will need to go to the hearing. The date, time and location of the hearing are shown on the attached Notice of Hearing.

At the hearing, you can explain why you disagree with the amount the landlord claims you owe and why you think you should not be evicted. If the Board decides that you owe money, you can ask for more time to pay it. You will also be able to raise other issues such as maintenance problems or harassment. It is important that you bring evidence to support your case.

If you would like to resolve this application by mediation instead of the formal hearing process, in most cases you can speak to a Board mediator on the day of your hearing.

**After the hearing** the Board will make a decision and issue an order that will be sent to you by mail. The order will tell you what you have to pay. You should read the order to be sure it is correct and that you understand it.

**For more information:**

You can contact the Landlord and Tenant Board at **416-645-8080** or toll-free at **1-888-332-3234** or visit the Board's website at **[www.LTB.gov.on.ca](http://www.LTB.gov.on.ca)**.



# THE LANDLORD'S APPLICATION

Parts 1 to 7 of this application have been completed by the landlord.

Read the Instructions carefully before completing this Form. Print or Type in Uppercase.

## Part 1: RENTAL UNIT COVERED BY THIS APPLICATION

Street Number	Street Name	
<input type="text"/>	<input type="text"/>	
Street Type (e.g. Street, Avenue, Road)	Direction (e.g. East)	Unit/Apt./Suite
<input type="text"/>	<input type="text"/>	<input type="text"/>
Municipality (city, town, etc.)	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Related Applications

List the file numbers of any other applications to the Board that relate to the same rental unit.

File Number 1	File Number 2
<input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/>

## Part 2: TENANT NAMES AND ADDRESSES

Tenant 1: First Name (If there are more than 2 tenants, complete a Schedule of Parties form and file it with this application)	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="text"/>		
Tenant 1: Last Name		
<input type="text"/>		
Tenant 2: First Name	<input type="checkbox"/> Male	<input type="checkbox"/> Female
<input type="text"/>		
Tenant 2: Last Name		
<input type="text"/>		
Mailing Address (if different from rental unit address above)		
<input type="text"/>		
Unit/Apt./Suite	Municipality (city, town, etc.)	Province Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Day Phone Number	Evening Phone Number	Fax Number
( <input type="text"/> ) <input type="text"/>	( <input type="text"/> ) <input type="text"/>	( <input type="text"/> ) <input type="text"/>
E-mail Address		
<input type="text"/>		

## Part 3: REASON FOR THIS APPLICATION

I am applying for an order to end the tenancy and evict the tenant and to collect:

- ☐ the rent the tenant owes me up to the date they move out of the rental unit, and  
☐ an amount for charges related to NSF cheques the tenant gave me.

Is the tenant still in possession of the rental unit on the date this application is filed with the Board? ☐ Yes ☐ No

The tenancy agreement requires the tenant to pay rent by the ☐ week ☐ month ☐ other(specify) \_\_\_\_\_

The amount of rent currently on deposit: \$ ,    .

The date the rent deposit was collected:  /  /    
dd mm yyyy

The last period for which interest on the rent deposit was paid:  /  /   to  /  /    
dd mm yyyy dd mm yyyy

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**Part 4: DETAILS OF THE LANDLORD'S CLAIM****Section 1. Rent Owning**

I have calculated the amount of rent the tenant owes me as follows:

Rent Period From: (dd/mm/yyyy) To: (dd/mm/yyyy)		Rent Charged \$	Rent Paid \$	Rent Owning \$
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> , <input type="text"/> <input type="text"/> . <input type="text"/>	<input type="text"/> , <input type="text"/> <input type="text"/> . <input type="text"/>	<input type="text"/> , <input type="text"/> <input type="text"/> . <input type="text"/>
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<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> , <input type="text"/> <input type="text"/> . <input type="text"/>	<input type="text"/> , <input type="text"/> <input type="text"/> . <input type="text"/>	<input type="text"/> , <input type="text"/> <input type="text"/> . <input type="text"/>
Total Rent Owning \$				<input type="text"/> , <input type="text"/> <input type="text"/> . <input type="text"/>

**Section 2. NSF Cheque Charges**

I have calculated the amount of NSF cheque charges and related administration charges the tenant owes me as follows:

Cheque Amount \$	Date of Cheque dd/mm/yyyy	Date NSF Charge Incurred dd/mm/yyyy	Bank Charge for NSF Cheque \$	Landlord's Administration Charge \$	Total Charge \$
<input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/>
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Total NSF Related Charges Owning \$					<input type="text"/> , <input type="text"/> <input type="text"/> . <input type="text"/>

Attach additional sheets if necessary.

**Part 5: TOTAL AMOUNT OWING**

Total rent owing: \$ ,.

Total NSF cheque charges owing: \$ ,.

Application filing fee: \$ 1 7 0 . 0 0

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Total: \$ ,.





## Part 7: SIGNATURE

Landlord's/Agent's Signature

☐ Landlord ☐ Agent

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Date

<div><div></div><div></div></div>	/	<div><div></div><div></div></div>	/	<div><div></div><div></div><div></div><div></div></div>
dd		mm		yyyy

### Information for the Landlord and the Tenant

1. The landlord has to give the tenant(s) a copy of this application and the Notice of Hearing at least ten days before the hearing.
2. The landlord has to give the Board a Certificate of Service showing how and when they gave the tenant(s) a copy of this application and the Notice of Hearing, within five days of when they served these documents.
3. It is an offence under the *Residential Tenancies Act* to file false or misleading information with the Landlord and Tenant Board.
4. The Board can order either the landlord or the tenant(s) to pay the other's costs related to this application.
5. The Board has Rules of Practice that set out rules related to the application process and Interpretation Guidelines that explain how the Board might decide specific issues that could come up in an application. You can read the Rules and Guidelines on the Board's website at **[www.LTB.gov.on.ca](http://www.LTB.gov.on.ca)** or you can buy a copy from your local Board office.





## Part 1: Application Fee

The application fee is **\$170**. Select how you are paying the application fee:

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**Important:** The information you fill in under Part 1 is confidential. It will be used to process your application, but will not be placed on the application file.

## Part 2: Information Required to Schedule the Hearing

When you file your application, the Board will use your answers to the following questions to schedule a hearing and prepare a Notice of Hearing. The Board will give you an application package that you will have to give to the tenant(s). The application package includes a copy of your application and the Notice of Hearing.

How do you want the Board to give you the application package? Select one of the following:

### Part 3: Interpretation Services Required

Shade in whether you require either of the following services at the hearing:

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