

File Number (if applicable):

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| Unit / Apt. / Suite: | Street Address: | |
| Municipality (City, Town, etc): | | Postal Code: |

☐ Notice of Termination Form # _____
☐ Application Form # _____
☐ Notice of Hearing

☐ Motion to Set Aside an Ex Parte Order
☐ Request to Review an Order
☐ Other _____
 (insert name of document)

(insert the name of the person you gave the document to)

- ☐ handing the document(s) to the person(s)
- ☐ handing the document(s) to an authorized employee of the landlord.
- ☐ handing the document(s) to an adult person in the tenant's rental unit.
- ☐ leaving the document(s) in the mailbox, or place where mail is normally delivered.
- ☐ placing the document(s) under the door of the rental unit or through a mail slot in the door.
- ☐ sending the document(s) by courier to the person(s).
- ☐ sending the document(s) by fax to fax number: _____
- ☐ sending the document(s) by mail or Xpresspost to the last known address of the person(s), at :

☐ a different method of service (provide details)

1. The only document that can be properly served by posting it to the door of the rental unit is a notice of intent to enter a rental unit given under section 27 of the *Residential Tenancies Act*, unless a Member orders otherwise pursuant to Rule 5.2 of the Landlord and Tenant Board's Rules of Practice.
2. It is an offence under the *Residential Tenancies Act* to file false or misleading information with the Landlord and Tenant Board.

Delivery Method: ☐ In Person ☐ Mail ☐ Fax ☐ Courier ☐ Email ☐ F L

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