FILING LANDLORD & TENANT BOARD FORMS

Where can I find Landlord and Tenant Board (LTB) forms?

All forms needed for the LTB can be found on the official LTB website here: https://tribunalsontario.ca/ltb/forms/. The website also has useful instructions and explanations for many of its forms.

You can pick up LTB forms from some Service Ontario locations. Please see the end of this tip sheet for a list of local centres. You can also contact CALC for advice about these forms or to have them sent to you.

How do I know which form to use?

For information on which forms help with which problems, please see https://tribunalsontario.ca/ltb/help-for-tenants/ or contact CALC.

I have the forms. How far back can I go with details and claims for what happened?

Most tenant applications have a one year time limit. This means you must apply within one year from the event or one year from when your landlord didn't give/return money to you.

You are allowed to mention things that happened outside of this time limit. However, you may not get compensation for them.

How do I fill out the forms?

1. Fill out your information and your landlord's information. Put as much information as you can. The LTB needs a way to contact everyone.

2. Chose the "Reasons" that match your own reasons for why you're filing the application. Under each reason is a box to explain why you selected it with dates and details.

3. Choose the "Remedies" that match the remedies you want. Explain your reason for asking for the remedy. If you're asking for compensation, put the amount in the box underneath.

4. Sign and date at the end of the application.

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How much detail should I put on the forms?

You should be as specific as you can with dates and details.

What if I can't fit it all on the form?

Here's what you do:

1. Check each "Reason" and "Remedy" you feel applies to your situation.
2. In each of the boxes meant for writing details, write "Please see attached Schedule of Details".

To make a "Schedule of Details":

1. On a blank sheet of paper, write or type out at the top "Schedule of Details.
2. Write or type out a numbered list of all the things you wish the LTB to know about. Add in as many details as you can.
3. Include what you want for compensation.
4. If you use more than one page, put page numbers, similar to the page numbers at the top of this tip sheet.

Now, when the adjudicator looks over your application, they'll know to look to this "Schedule of Details" to see what you are asking for, why and what you want them to do.

How much can I ask for in compensation?

The maximum you can ask for in compensation is $35,000.

Can I submit more than one form at the same time?

You can! For example, if you're having harassment and maintenance issues with your landlord, you can submit your T2 and T6 applications together. If you require a fee waiver request, you only need submit one to cover both documents.

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What's a fee waiver request?

A fee waiver request is when you ask to file your documents without having to pay the usual fee. Complete the "Fee Waiver Request" and send it to the LTB with your tenant application.

The "Fee Waiver Request" can be found here: https://tribunalsontario.ca/documents/ltb/Other%20Forms/Fee%20Waiver%20Request.pdf.

The application fee should be waived if your main source of income is:

- Ontario Works (OW)
- Ontario Disability Support Program (ODSP)
- Old Age Security Pension together with Guaranteed Income Supplement (OAS and GIS)
- War Veteran's Allowance
- Canada Pension Plan (CPP)

You may also qualify depending on your gross monthly household income and the number of people in your household:

Number of People	Gross Monthly Household Income
1	Less than $1,650
2	Less than $2,475
3	Less than $2,840
4	Less than $3,390
5	Less than $3,940

For a household with more than five people, the threshold is $3,940.

How do I attach the fee waiver?

If you're submitting a fee waiver request, write "Fee Waiver Request" on the pages asking for your payment information. Include the "Fee Waiver Request" at the end of your application when submitting it to the LTB.

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How do I send the forms to the LTB?

LTB forms can be mailed or emailed, depending on the form. T2s and T6s may also be submitted using LTB portal. For more information on LTB portal, please visit: https://tribunalsontario.ca/ltb.

If you don't have access to a computer or the internet, you may take your completed LTB forms to a Service Ontario centre listed below.

Service Ontario Locations (for picking up forms or filing documents in person):

Telephone toll free: 1-800-267-8097 TTY toll free: 1-800-268-7095

Bancroft: 50 Monck Street
Belleville: Century Place Mall, 199 Front Street
Kingston: 1201 Division Street
Tweed: 255 Metcalf Street

For more information and Service Ontario locations, please visit:
https://www.ontario.ca/locations/serviceontario.

Contact Information for the Landlord and Tenant Board Regional Offices:

Staff at the LTB can give you information about the LTB and the law, but will not give legal advice. More information can be found here: https://tribunalsontario.ca/ltb/

Mail and couriers sent to the Landlord and Tenant Board should now only be addressed to:

Landlord and Tenant Board
15 Grosvenor Street, Ground Floor
Toronto, ON M7A 2G6

Phone: 1-888-332-3234

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What happens once I submit the forms?

You wait. The LTB will receive your application and schedule a virtual hearing. They will tell you about the hearing by sending you a Notice of Virtual Hearing (NOVH). This NOVH will come by mail, email or both. The NOVH will have the time and date for your hearing as well as the Zoom link to access it. It will also have important instructions about sending in more evidence.

You can also call the LTB for an update on your file once you've sent your forms. Even if the hearing hasn't been scheduled, your matter may have been given a file number. You can call the LTB and ask for this file number.

For further resources on filing LTB forms, please see:

Steps to Justice:
https://stepstojustice.ca/steps/housing-law/apply-landlord-and-tenant-board/

Tribunals Ontario:
https://tribunalsontario.ca/ltb/filing-and-fees/

For more information about landlord & tenant law, please see the below resources:

Community Advocacy & Legal Centre (CALC):

- https://communitylegalcentre.ca/our-services/legal-education-for-the-community/tip-sheet-list/
- https://communitylegalcentre.ca/legal-info/housing-other-help-for-tenants/

The *Residential Tenancies Act*:
https://www.ontario.ca/laws/statute/06r17

Guide to the *Residential Tenancies Act*:
https://tribunalsontario.ca/documents/ltb/Brochures/Guide%20to%20RTA%20(English)_dec2020.pdf

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