Important Information for Landlords

Use Form L2 to apply for an order to:

- **end a tenancy** and **evict a tenant** after you give the tenant one of the following *Notices to End your Tenancy*: **N5**, **N6**, **N7**, **N8**, **N12** or **N13**,
- **end a tenancy and evict** a tenant because the tenant abandoned the rental unit, or because the tenant is a superintendent whose employment ended,
- **collect money** you believe the tenant owes you for damaging the rental unit, for misrepresenting income in social housing or for remaining in the rental unit after the termination date.

Instructions for Form L2 are available on the Landlord and Tenant Board (LTB) website at sjto.ca/LTB.

1. Complete this application.
   - **Part 1** asks for general information about:
     - the rental unit covered by this application,
     - you (your name, etc.),
     - the tenants in possession of the rental unit,
     - any other unresolved applications that relate to the rental unit.
   - **Part 2** asks you to select and explain the reasons for your application if you are applying to end a tenancy.
   - **Part 3** asks, if you are applying to collect money the tenant owes you, to:
     - select and explain the reasons for your application, and
     - show how you calculated the amount you believe the tenant owes you.
   - **Part 4** requires your signature or that of your representative, and, if you are being represented, your representative's contact information.
2. Complete the *Request for Accommodation or French-Language Services* form at the end of this application if you need additional services at the hearing.
3. Complete Schedule A if you are applying to end a tenancy and evict a tenant based on an *N13: Notice to End Your Tenancy at the End of the Term Because the Landlord Wants to Demolish the Rental Unit, Repair it or Convert it to Another Use*.
4. Complete Schedule B if you are applying because you gave the tenant a Form N12 notice to end the tenancy because the landlord, landlord's immediate family or a person who will provide care services to the landlord or family member requires the rental unit for residential occupation.
   Important: You only have to complete Schedule B if the Form N12 notice was given to the tenant on or after September 1, 2017.
5. File all pages of the application with the LTB (not including this page) no more than **30 days** after the termination date set out in the notice you gave to the tenant. If you gave the tenant a *Notice to End your Tenancy*, include a copy of the notice you gave the tenant and a *Certificate of Service* showing how and when you gave the tenant the *Notice to End your Tenancy*. The LTB will send you a *Notice of Hearing* showing the time and location of your hearing.
6. Pay the application fee of **$190** to the LTB at the same time as you file the application **(or $175 if you e-File)**. The LTB will not process your application unless you pay the fee. If you file the application in person, you can pay the fee by cash, credit card, debit card, certified cheque or money order (certified cheques and money orders must be made payable to the Minister of Finance). If you mail the application, you can't pay by cash or debit card. If you e-File the application, you must pay by credit card or debit card.
7. Contact the LTB if you have any questions or need more information.

   416-645-8080
   1-888-332-3234 (toll free)
   sjto.ca/LTB

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Landlord and Tenant Board

Application to End a Tenancy and Evict a Tenant
FORM L2

Read the instructions carefully before completing this form. Print or type in capital letters.

PART 1: GENERAL INFORMATION

Address of the Rental Unit Covered by This Application

Street Number

Street Name

Street Type (e.g. Street, Avenue, Road)

Direction (e.g. East)

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Landlord's Name and Address

First Name (If there is more than 1 landlord, complete a *Schedule of Parties* form and file it with this application.)

Last Name

Company Name (if applicable)

Street Address

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Day Phone Number ( ) -

Evening Phone Number ( ) -

Fax Number ( ) -

E-mail Address

OFFICE USE ONLY

File Number

v. 01/09/2017

Tenant Names and Address

Tenant 1: First Name (If there are more than 2 tenants, complete a *Schedule of Parties* form and file it with this application.)

Tenant 1: Last Name

Tenant 2: First Name

Tenant 2: Last Name

Mailing Address (if it is different from the address of the rental unit)

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Day Phone Number ( ) -

Evening Phone Number ( ) -

Fax Number ( ) -

E-mail Address

Related Applications

If you or your tenant filed other applications that relate to this rental unit and those applications have not been resolved, list their file numbers below.

File Number 1

File Number 2

Is the Tenant Still in Possession of the Rental Unit?

The tenant must be in possession of the rental unit when you file this application, unless you are applying for Reason 2 (because you believe the tenant abandoned the rental unit).

Shade the appropriate circle completely to answer whether the tenant is still in possession of the rental unit on the date you file this application.

◯ Yes ◯ No If you answer no, you cannot file this application unless you are applying for Reason 2.

PART 2: APPLYING TO END A TENANCY

If you want the LTB to end the tenancy and evict the tenant, shade the box completely next to your reason for applying.

I am applying to evict the tenant because:

☐ **Reason 1:** I gave the tenant one of the following *Notices to End your Tenancy.*

Shade the box(es) completely next to the notice(s) you gave the tenant and on which you are basing this application. Also indicate the termination date in the *Notice to End your Tenancy* in the space provided.

☐ Notice **N5**: *Notice to End your Tenancy for Interfering with Others, Damage or Overcrowding.*

☐ Notice **N6**: *Notice to End your Tenancy for Illegal Acts or Misrepresenting Income in a Rent-Geared-to-Income Rental Unit.*

☐ Notice **N7**: *Notice to End your Tenancy for Causing Serious Problems in the Rental Unit or Residential Complex.*

☐ Notice **N8:** *Notice to End your Tenancy at the End of the Term.*

☐ Notice **N12:** *Notice to End your Tenancy Because the Landlord, a Purchaser or a Family Member Requires the Rental Unit.*

☐ Notice **N13:** *Notice to End your Tenancy Because the Landlord Wants to Demolish the Rental Unit, Repair it or Convert it to Another Use.*

What is the termination date in the notice you selected above? ☐☐/☐☐/☐☐☐☐
dd/mm/yyyy

☐ **Reason 2:** I believe the tenant abandoned the rental unit.

The tenant must owe arrears of rent for the LTB to determine that the tenant abandoned the rental unit.

Please explain: Why do you believe the tenant abandoned the rental unit?

Attach more sheets, if necessary

☐ **Reason 3:** The tenant occupies a superintendent's unit and their employment as superintendent ended.

The tenant's employment ended on: ☐☐/☐☐/☐☐☐☐
dd/mm/yyyy

PART 3: APPLYING TO COLLECT MONEY THE TENANT MAY OWE YOU

Shade the box(es) completely next to the reason(s) for which you believe the tenant owes you money. Provide the additional information depending on your reason for applying. Also, provide information about the tenant's rent and the rent deposit to help the LTB determine how much the tenant owes you.

Note: you cannot use this application to collect money for rent arrears the tenant may owe you.

☐ **Reason 1:** The tenant must pay for each day they stay in the rental unit after the termination date.

☐ **Reason 2:** The tenant or someone else visiting or living in the rental unit caused damage to the rental unit or residential complex. The tenant must pay the costs necessary to repair or replace the damaged property.

The cost to repair or replace the damaged property is: $ ☐☐☐☐☐☐.☐☐

Please explain: What were the damages to the property? How did you calculate the costs you are claiming to repair or replace the damaged property?

Attach more sheets, if necessary

☐ **Reason 3:** The tenant lives in a rent-geared-to-income rental unit and has misrepresented their income or that of family members living in the rental unit. The tenant must pay the additional amount they would have been required to pay had they not misrepresented their income.

The tenant must pay me $ ☐☐☐☐☐☐.☐☐

Please explain: How did you calculate the additional amount you are claiming the tenant owes?

Attach more sheets, if necessary

If you are applying for Reason 1, you may also apply for the following charges:

☐ The tenant must pay the bank charges and related administration charges for NSF cheques the tenant gave me. I have calculated the NSF cheque related charges in the table below.

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 $
.	/ /	/ /	.	.	.
.	/ /	/ /	.	.	.
.	/ /	/ /	.	.	.
				Total NSF Related Charges Owing $	.

Attach additional sheets if necessary.

Information about the tenant's rent and rent deposit

You must provide the following information to help the LTB determine the amount of money the tenant may owe you.

The current rent is: **$** .

The amount of rent on deposit: **$** .

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

The last rental period for which the tenant was paid interest on the rent deposit: / / (dd/mm/yyyy) **to** / / (dd/mm/yyyy)

PART 4: SIGNATURE

Landlord/Representative's Signature

dd/mm/yyyy

Who has signed the application? Shade the circle completely next to your answer.

◯ Landlord ◯ Representative

Information About the Representative

First Name

Last Name

LSUC #

Company Name (if applicable)

Mailing Address

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Day Phone Number

Evening Phone Number

Fax Number

E-mail Address

Collecting Personal Information

Under section 185 of the *Residential Tenancies Act, 2006,* the Landlord and Tenant Board has the right to collect the personal information requested on this form. We use the information to resolve your application. After you file the form, your information may also be available to the public. If you have questions about how the LTB uses your personal information, contact one of our Customer Service Officers at **416-645-8080** or **1-888-332-3234 (toll-free).**

Important Information from the Landlord and Tenant Board

1. You can ask the LTB to provide French-language services at your hearing. If you are the applicant, you can fill out the *Request for Accommodation or French-Language Services* form included at the end of this application. If you are the respondent, the *Request for Accommodation or French-Language Services* form is available at LTB offices and on the LTB website at sjto.ca/LTB.

2. You can ask the LTB to make special arrangements (called a Request for Accommodation) under the Ontario *Human Rights Code* to help you participate in the hearing. For example, you can ask the LTB to make arrangements to provide a sign-language interpreter. You can make a request for accommodation under the *Code* by telephone, fax or mail. If you are the applicant, you can fill out the *Request for Accommodation or French-Language Services* form included at the end of this application. If you are the respondent, the *Request for Accommodation or French-Language Services* form is available at LTB offices and on the LTB website at sjto.ca/LTB.

3. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.

4. The LTB can order either the landlord or the tenant to pay the other's costs related to the application.

5. The LTB has *Rules of Practice* that set out rules related to the application process and *Interpretation Guidelines* that explain how the LTB might decide specific issues that could come up in an application. You can read the *Rules and Guidelines* on the LTB website at sjto.ca/LTB or you can buy a copy from a LTB office.

OFFICE USE ONLY:

Delivery Method: ◯ In Person ◯ Mail ◯ Courier ◯ Email ◯ Efile ◯ Fax MS ☐ FL ☐☐

Schedule A – Additional Information Ending a Tenancy for Demolition, Repairs or Conversion to Another Use

You must complete this Schedule if you are applying to end a tenancy and evict a tenant based on an *N13*: *Notice to End your Tenancy Because the Landlord Wants to Demolish the Rental Unit, Repair it or Convert it to Another Use.*

Part A: Permits

The LTB will not issue an order ending the tenancy and evicting a tenant unless you have obtained all permits required to do the work, or have taken all reasonable steps to obtain the permits.

Shade the circle below completely to indicate whether you have obtained the permits.

Have you obtained the necessary building permits to do the work? ◯ Yes ◯ No

If you answered "yes", you should bring three copies of the permits to the hearing (one for yourself, one for the tenant and one for the LTB).

If you answered "no", you must obtain the necessary permits or have taken all reasonable steps to obtain the permits by the date of the hearing. If you have not done so, the LTB may dismiss your application. If you have obtained the permits by the date of the hearing, you should bring three copies of the permits to the hearing (one for yourself, one for the tenant and one for the LTB).

Part B: Compensation

The LTB will not issue an order ending the tenancy and evicting the tenant unless you have compensated the tenant, or offered them another rental unit that is acceptable to them. Answer the questions below to indicate how you have compensated the tenant. See the instructions for more information about your requirements for compensating the tenant.

☐ I have given the tenant $ ☐☐☐☐☐☐.☐☐ in compensation.

☐ I have offered the tenant another rental unit and the tenant has accepted it.

If the rental unit is in a care home, you must make reasonable efforts to find alternative accommodation for the tenant that is appropriate to their care needs.

Exceptions: There are two situations where you are not required to compensate the tenant or offer them another rental unit. Shade the box below completely to indicate whether either of the exceptions applies to your situation.

☐ The rental unit is located in a residential complex that has fewer than 5 rental units.

Note: if the residential complex was created by severing property less than 2 years ago, and before it was severed the complex had more than 5 units, but now it has fewer than 5 units, you must compensate the tenant.

☐ I was ordered to demolish the rental unit or to do the repairs under a municipal property standards by-law or by another authority.

Schedule B – Additional Information
Ending a Tenancy for Landlord's Own Use

Complete this schedule if:

- You are applying to end a tenancy because the landlord, landlord's immediate family or a person providing care services to the landlord or family member requires the rental unit for residential occupation, and
- You gave the tenant the notice to end the tenancy (Form N12) on or after September 1, 2017.

Compensation

The LTB will not issue an order ending the tenancy and evicting the tenant unless you have compensated the tenant in an amount equal to one month's rent or offered them another rental unit that is acceptable to them. Answer the questions below to indicate how you have compensated the tenant. See the instructions for more information about your requirements for compensating the tenant.

☐ I have given the tenant $ ☐☐☐☐☐☐.☐☐ in compensation.

☐ I have offered the tenant another rental unit and the tenant has accepted it.

☐ I will give the tenant $ ☐☐☐☐☐☐.☐☐ in compensation. I understand that this must be paid no later than the termination date in the Form N12 notice.

Affidavit

You must submit to the LTB an affidavit signed by the person who wants to move into the unit. The affidavit must be submitted to the LTB before or at the hearing. In the affidavit, the person who intends to move in must say that he or she, in good faith, requires the rental unit for his or her own use for a period of at least one year. The affidavit must be sworn or affirmed before a Notary Public or Commissioner of Oaths.

Request for Accommodation or French-Language Services

Shade the appropriate boxes to indicate whether you need accommodation under the Ontario *Human Rights Code*, or French-language services, or both. We will not include a copy of this form when we give the other parties a copy of the application form. However, we will include the information in your application file. The file may be viewed by other parties to the application.

☐ **Accommodation Under the Ontario *Human Rights Code***

The LTB will provide accommodation for *Code* related needs to help you throughout the application and hearing process in accordance with the Social Justice Tribunals Ontario policy on accessibility and accommodation. For example, you may need a sign-language interpreter at your hearing. We may contact you about your request. You can obtain a copy of the policy at SJTO.ca.

Please explain: What accommodation do you need?

☐ **French-Language Services**

The Landlord and Tenant Board will assign a bilingual adjudicator to be in charge of the hearing. We will also arrange for a French-English interpreter to attend the hearing.

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Payment and Scheduling Information Form

Part 1: Payment Method

Select how you are paying the application fee:

◯ Cash ◯ Debit Card ◯ Money Order ◯ Certified Cheque

Money orders and certified cheques must be made payable to the "Minister of Finance"

Credit Card: ◯ Visa ◯ MasterCard

Important: If you are paying by credit card, you must complete the information on the next page. The information you fill in on the next page is confidential. It will be used to process your application, but will not be placed on file.

Part 2: Information Required to Schedule the Hearing

The LTB will normally schedule your hearing between 3 weeks and 6 weeks after the date you file your application. The LTB will schedule your hearing on the first available hearing date within this 3 week period.

List the date(s) you are **not available** during this 3 week period. The LTB will not schedule your hearing on the date(s) you indicate you are not available and will schedule your hearing on the next available hearing date. **The LTB will not contact you to schedule a hearing**.

I am not available on the following date(s).

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Payment by Credit Card

Card Information

Credit Card Number:	Expiry Date (mm/yy):
Cardholder's Name:	
Cardholder's Signature:	