

Form L9 - Checklist

Application 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.

Is the tenant still in possession of the rental unit?
You cannot file this application if the tenant is no longer in possession of the rental unit.
Did you name each tenant that is in possession of the rental unit?
Did you fill in the complete address of the rental unit?
You must provide the full address, including the postal code. Be sure you have correctly identified the rental unit.
Did you check your math?
Make sure you have correctly calculated the total amounts owing in the two tables in Part 5 (Rent Owing and NSF Cheque Charges). Check the calculation across the rows of each table and then check the total amounts in the final columns.
Also check to be sure that the amount in the box on page 1 matches the total amount owing in Part 6 .
Did you date and sign the application on page 5?
If your application is not signed and dated, the Board will not accept it.

Important Information for Landlords

Use this form to apply for an order to collect rent the tenant owes you. Instructions for Form L9 are available on the Board's website at tribunalsontario.ca/ltb.

If you also want to terminate the tenancy and evict the tenant for non-payment of rent, use Form L1 instead.

- 1. Complete all seven parts of this application.
 - Part 1 asks for information about the address of the rental unit covered by this application.
 - Part 2 requires you to fill in the total amount you believe the tenant owes you.
 - Part 3 asks for general information about:
 - you (your name, etc),
 - the tenants in possession of the rental unit,
 - any other unresolved applications that relate to the rental unit.
 - **Part 4** requires you to select the reason(s) for your application to the Board and provide information about the tenant's rent.
 - Part 5 asks you to show how you calculated the amount you believe the tenant owes you.
 - Part 6 asks you to provide information about the total amount you believe the tenant owes you.
 - **Part 7** requires your signature or that of your representative, and, if you are being represented, your representative's contact information.
- 2. Complete the *Request for French-Language Services or Request for Accommodation* form at the end of this application if you need additional services at the hearing.
- 3. Complete the checklist that is attached to the application to make sure you have completed the application form correctly. Do not include the checklist when you file the application.
- 4. File all pages of the application with the Board (not including this page). The Board will send you a *Notice* of *Hearing* showing the time and location of your hearing.
- 5. Pay the application fee of **\$201** to the Board at the same time as you file the application. The Board 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 pay online, email your receipt and application to LTBpayments@ontario.ca.
- 6. Contact the Board if you have any questions or need more information.

416-645-8080 1-888-332-3234 (toll free)

tribunalsontario.ca/ltb



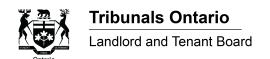
v. 22/03/2021

Application to Collect Rent the Tenant Owes FORM L9

(Disponible en français)

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

PART 1: AD	DRESS OF THE RENTAL	. UNIT COVERED BY	THIS APPL	ICATION			
Street Number	Street Name						
Street Type (e.g	. Street, Avenue, Road)	Direction (e.g. East)	Unit/Apt./Su	iite			
Municipality (City	y, Town, etc.)			Prov. Postal Code			
PART 2: TO	TAL AMOUNT THE TEN	ANT OWES					
	The follow	wing information i	s from your	r landlord			
I am applying	to the Landlord and Tena	nt Board for an order t	o collect the m	noney you owe me.			
I believe that	you owe me a total of \$	•	as of	dd/mm/yyyy			
	includes the filing fee for the cation. To see how I calcula			e any new rent that comes due after I			
	The following in	formation is from the	e Landlord ar	nd Tenant Board			
IF YOU AGR	EE with the amount the	e landlord claims y	ou owe:				
	h the amount the landlord cla the options before you decid			you owe or work out a payment plan. st.			
Option 1: Pay everything	If you pay all the rent you application, be sure to g	•	's filing fee befo	ore the Board issues an order about this			
you owe							
	Go to the hearing, wher amounts you paid, bring	•	what you've pa	aid. If the landlord gave you receipts for			
OPTION 2: Work out a	If you cannot pay everything you owe right now, you can talk to your landlord to see if they are willing to work out a payment plan.						
payment plan	If you and the landlord a plan to the Board.	agree to a payment plan	, go to the hear	ring where you can explain the payment			
OFFICE US	E ONLY						
File Number							



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OPTION 2: Work out a payment plan continued The Board also has a *Payment Agreement* form that you and your landlord can fill out and file with the Board before the hearing. If you or your landlord files the *Payment Agreement* form with the Board before the hearing, the Board can issue a consent order without holding a hearing. The consent order will be based on the payment plan set out in the *Payment Agreement* form.

If the Board issues the consent order, you will **not** have to go to the hearing. However, if the Board has not issued a consent order by the date of the hearing, you should go to the hearing.

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

Talk to your landlord to see if both of you can agree on a different amount. You may want to get legal advice first.

If you and your landlord agree on a different amount If you and your landlord can agree on the amount you owe, read the options above called **Pay everything you owe** and **Work out a payment plan**. You can follow one of these options, but use the different amount you and your landlord have agreed on. You should go to the hearing unless the Board has a issued a consent order based on a *Payment Agreement*.

If you and your landlord do not agree on a different amount

If you and your landlord cannot agree on the amount you owe, you should go to the hearing. At the hearing, you can explain why you disagree with the amount the landlord claims you owe. If the Board decides that you owe money, you can ask for more time to pay it. See "Go to the hearing" below for more information about the hearing.

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, the landlord will have to prove the claims they made in the application. You will have an opportunity to respond to the landlord's claims. For example, you can explain why you disagree with the amount the landlord claimed you owe. You can also ask the Board for more time to pay the money you owe. If you have paid everything you owe before the hearing, or if you and your landlord have worked out a payment plan, you can tell the Board at the hearing.

You can also raise other issues such as maintenance problems or harassment. If you plan to raise other issues at the hearing, it is important that you bring evidence to support your case. If the Board accepts your evidence, the Board may order the landlord to pay you money. If you owe arrears of rent, this may reduce the amount you owe.

Mediation is available

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 the Board decided, including 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 tribunalsontario.ca/ltb.

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THE LANDLORD'S APPLICATION

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

PART 3: GENERAL INFORMATION

Landlord's Name and Address First Name (If there is more than 1 landlord, complete a <i>Schedule of Parties</i> form and file it with this application.)							
Last Name							
Company Nan	ne (if applica	ble)					
Street Address	S						
Unit/Apt./Suite		Municipality (City, T	own, etc.)			Prov.	Postal Code
Day Phone Nu	ımber		Evening Phone	e Number		Fax Number	
()	-	()	-	() -
E-mail Addres Tenant Na		Address					
	t Name(If th	nere are more than 2	tenants, comp	lete a <i>Schedu</i>	ule of Parties form	and file it with	this application.)
Tenant 2: First							
Tenant 2: Last	t Name						
Mailing Addres	ss (if it is diffe	erent from the addre	ss of the rental	unit)			
Unit/Apt./Suite		Municipality (City, T	own, etc.)			Prov.	Postal Code
Day Phone Nu	ımber		Evening Phone	e Number		Fax Number	
(E-mail Addres)	-	()	-	(-

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

(Disponible en français)

PART 4: REASONS FOR YOUR APPLICATION

Shade the box completely next to each reason on which you based this application.						
I am applying for an order that will require the tenant to pay me:						
the rent the tenant owes me, and						
$\hfill \square$ an amount for charges related to NSF cheques the tenant gave me.						
The tenant must be in possession of the rental unit when you file this application. Shade the circle completely to answer whether or not the tenant is still in possession of the rental unit on the date you file this application.						
\bigcirc Yes \bigcirc No \bigcirc If you answer no, you cannot file this application						
Shade the circle completely to show whether the tenant is required to pay rent by the:						
○ month ○ week ○ other (specify)						

PART 5: DETAILS OF THE LANDLORD'S CLAIM

Section 1. Rent Owing

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

Rent From: (dd/mm/yyyy)	Period To: (dd/mm/yyyy)	Rent Charged \$	Rent Paid \$	Rent Owing \$
I I	1 1	•	•	•
1 1	1 1		•	•
1 1	1 1		•	•
		·	Total Rent Owing \$	•

Section 2. NSF Cheque Charges

Fill in the table below if you are applying to collect money from the tenant because you had bank or administration charges for NSF cheques the tenant gave you.

I have calculated the amount of NSF bank charges and my 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 \$
•	1 1	1 1	•	•	•
•	1 1	<i>I I</i>	•	•	•
•	1 1	<i>I I</i>	•	•	•
Total NSF Related Charges Owing \$.					

Attach additional sheets if necessary.

E-mail Address

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PART 6: TOTAL AM	OUNT OWING					
Total rent owing: (from Part 5, Section	1)	\$	•			
Total NSF cheque rela (from Part 5, Section		\$	•			
Application Fee:		\$	•			
	Total: \$		•			
PART 7: SIGNATUR	E					
Landlord/Represen	tative's Signature	1				
				/ / / dd/mm/yy	уу	
Who has signed the a	pplication? Shade th	ne circle completely	y next to you	r answer.		
○ Landlord ○ Le	gal Representative					
Information About First Name	the Legal Represe	entative				
Last Name						
LSUC# C	Company Name (if applicat	ble)				
Mailing Address						
Unit/Apt./Suite	Municipality (City, Town,	etc.)		Prov.	Postal Code	
Day Phone Number	Even	ning Phone Number		Fax Number		
()	- ()	-	()	-

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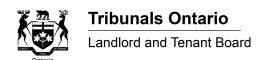
Collecting Personal Information

The Landlord and Tenant Board has the right to collect the information requested on this form to resolve your application under section 185 of the *Residential Tenancies Act, 2006*. After you file the form, all information related to the proceeding may become publicly available in a tribunal decision, order or other document, in accordance with Tribunals Ontario's <u>Access to Records Policy</u> and the *Tribunal Adjudicative Records Act, 2019*. Parties wanting records or information to remain confidential must seek a confidentiality order from the adjudicator. If you have questions about confidentiality orders or access to records, please contact us by email at <u>LTB@ontario.ca</u> or our Contact Center at **416-645-8080** or **1-888-332-3234** (toll free).

Important Information from the Landlord and Tenant Board

- 1. You can ask the Board to provide French-language services at your hearing. If you are the applicant, you can fill out the *Request for French-Language Services or Request for Accommodation* form included at the end of this application. If you are the respondent, the *Request for French-Language Services or Request for Accommodation* form is available at Board offices and on the Board's website at tribunalsontario.ca/ltb.
- 2. You can ask the Board 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 Board 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 French-Language Services or Request for Accommodation* form included at the end of this application. If you are the respondent, the *Request for French-Language Services or Request for Accommodation* form is available at Board offices and on the Board's website at tribunalsontario.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 Board can order either the landlord or the tenant to pay the other's costs related to the 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 tribunalsontario.ca/ltb or you can buy a copy from a Board office.

OFFICE USE ONLY:							
Delivery Method:	O In Person	○ Mail	Ourier	○ Email	○ Efile	○ Fax	MS _ FL

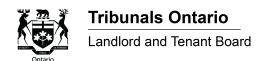


Request for French-Language Services or Request for Accommodation

(Disponible en français)

Use this form to ask the Landlord and Tenant Board (LTB) to provide French-language services or to let the LTB know you need accommodation under the Ontario *Human Rights Code*.

Part 1: Request for French-Language Services									
Check this box if you want the dispute resolution process (e.g. case conferences and hearings) to be conducted in French.									
Part 2: Request for Accommodation under the Ontario Human Rights Code									
Check this box if you need accommodation under the Ontario <i>Human Rights Code</i> to participate in the dispute resolution process. The LTB will provide accommodation for <i>Code</i> related needs to help you throughout the application and hearing process in accordance with the Tribunals Ontario policy on accessibility and accommodation. You can get a copy of the policy at <u>tribunalsontario.ca</u> .									
Please explain: What accommodation do you need?									



Select how you	are paying the applicatio	on fee:					
Online P	ayment Receipt #:						
Note: R	eceipt must be emailed v	with application to LTBpayments@ontario.ca.					
○ Cash	O Debit Card O Mor	oney Order Certified Cheque					
		orders and certified cheques must be made le to the "Minister of Finance"					
Credit Care	Credit Card: Visa MasterCard						
Importa	complete the information confidential. It was a second confidential of the complete the comple	ring by credit card, you must information on the next page. In you fill in on the next page is will be used to process your to 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).
	3 · · · · · · · · · · · · · · · · · · ·



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~ -11.	

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