Important Information for Landlords

There are 2 versions of the L4 application form. The form you must use will depend on the date you filed your **previous L1 or L2** application.

Use Form L4-B if you filed the previous L1 or L2 application on or after January 1, 2018.

You can apply to end the tenancy and evict the tenant using Form L4-B if:

- the tenant has not met the conditions in an order or mediated settlement,
- the order or mediated settlement allows you to file this application, and
- the order or mediated settlement was based on a previous L1 or L2 application that you filed on or after January 1, 2018.

Instructions for Form L4-B are available on the LTB website at sjto.ca/LTB.

1. Complete all four parts of this application. Read the instructions carefully before completing the form. It is important that you correctly complete your application so that there are no delays in processing it.
   - **Part 1** asks for general information about:
     - the rental unit covered by the 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 for information about your previous application.
   - **Part 3** asks you to select the reason for your application.
   - **Part 4** requires your signature or that of your representative, and, if you are being represented, your representative's contact information.

2. File all pages of the application (not including this page) with the LTB no later than **30 days** after the tenant failed to meet a condition of the mediated settlement or order.

3. You must also file the following documents with your application:
   - a copy of the mediated settlement or order,
   - an affidavit that sets out which conditions the tenant did not meet and in what way the tenant did not meet these conditions.

   In some cases, your affidavit must also provide additional information and this is explained in the Instructions. (You must swear or affirm that the information in the affidavit is true before a Notary Public or a Commissioner of Oaths. The LTB has staff in many of its offices who can commission your oath.)
   ***Note**:* The LTB has developed an affidavit form for you to use. It is attached to the application.

4. Contact the LTB if you have any questions or need more information.
   416-645-8080
   1-888-332-3234 (toll free)
   sjto.ca/LTB

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. 01/02/2018

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

PART 2: INFORMATION ABOUT YOUR PREVIOUS APPLICATION

What is the file number of the previous order or mediated settlement that resolved the application to end the tenancy and evict the tenant?

File Number

What is the date of the previous order or mediated settlement? / /
dd/mm/yyyy

PART 3: REASONS FOR YOUR APPLICATION

Shade the circle next to your reason for applying to the LTB.

◯ **Reason 1:** I am applying for an order to end the tenancy and evict the tenant.

◯ **Reason 2:** The tenant did not meet a condition of the mediated settlement or order based on the previous **L1** application, so I am applying for an order to end the tenancy and evict the tenant **and** to collect rent and other charges the tenant owes me up to the date they move out of the rental unit.

and/or

◯ **Reason 3:** The tenant did not meet a condition of the mediated settlement or order based on the previous **L2** application, so I am applying for an order to end the tenancy and evict the tenant **and** to collect compensation for damages and other charges the tenant owes me up to the date they move out of the rental unit.

Calculation of Amount Owing:

I have calculated the total amount the tenant owes me as follows:

The total amount the mediated settlement or order requires the tenant to pay	$
Subtract any amounts the tenant has paid you towards the amount set out in the mediated settlement or order	- $
This is the total amount the tenant still owes from the mediated settlement or order:	= $
Add any NSF charges that came due **after** the date of the mediated settlement or order that the tenant has not paid	+ $
If you are applying under Reason 2 above, add any rent that came due **after** the date of the mediated settlement or order that the tenant has not paid	+ $
Total amount the tenant now owes	= $

Current Rent:

Fill in the tenant's current rent and shade the circle to show how often the tenant is required to pay rent:

The current rent is $ ____ per ◯ month ◯ week ◯ other (specify) _____

If you applied under Reason 3 only, then answer the following question:

Did the tenant pay the total rent for the month in which you are filing this application?

◯ Yes ◯ No

PART 4: SIGNATURE

Landlord/Representative's Signature

dd/mm/yyyy

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

◯ Landlord ◯ Legal Representative

Information About the Legal 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. After the landlord files this application, the LTB will normally issue an order terminating the tenancy without holding a hearing.
2. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.
3. 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 an LTB office.

AFFIDAVIT

Tenant failed to meet conditions of a mediated settlement or order

Section A: Information about the Conditions the Tenant Failed to Meet

You must complete this section.

I, _____, of the City/Town/Municipality of _____ make an oath or affirm and say as follows.

The tenant did not meet the following condition(s) of the mediated settlement or order:
Indicate the condition(s) in the mediated settlement or order that were not met within the last 30 days, and how they were not met.

Which other parts of this affidavit must you complete?

Did you select Reason #1 on the application form?

- If yes, then you must only complete Section A and Section E of this form.

Did you select Reason #2 and/or Reason #3 on the application form?

- If yes, then complete all sections of this form.

Section B: New Rent and Charges Owing

New Rent Owing:

Complete the box below if:

- *the mediated settlement or order required the tenant to pay arrears of rent, and*
- *since the date of the mediated settlement or order the tenant has failed to pay any of the rent that became due.*

If the tenant does not owe any new rent, mark N/A in the box.

Rent Period From: (dd/mm/yyyy)	Rent Period To: (dd/mm/yyyy)	Rent Charged $	Rent Paid $	Rent Owing $
/ /	/ /	.	.	.
/ /	/ /	.	.	.
/ /	/ /	.	.	.
			Total New Rent Arrears Owing $	.

New NSF and/or related Administration Charges Owing:

Since the date of your mediated settlement or order, have you incurred NSF cheque charges because of cheques given to you by the tenant? If yes, complete the following section.

If you have not incurred NSF cheque charges, mark N/A in the box.

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.

Section C: Information about the Rent Deposit

Complete this section if you collected a rent deposit from the tenant and you are still holding that deposit.
If you are not holding a rent deposit from the tenant, mark N/A in this section.

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: / / (dd/mm/yyyy) to / / (dd/mm/yyyy)

Section D: Information about the Mediated Settlement or Order

Amounts Owing in the Mediated Settlement or Order:
Fill in the following information. You should find this information in the mediated settlement or order.

Date of the mediated settlement or order: / / (dd/mm/yyyy)

Total amount of **rent arrears the tenant was required to pay in the mediated settlement or order**: (Do not include any other amounts the tenant was required to pay.) $.

These rent arrears cover the period up to and including: / / (dd/mm/yyyy)

Total amount of compensation for damages tenant was required to pay in the mediated settlement or order: $.

Amount tenant was required to pay for NSF charges: $.

Amount tenant was required to pay for the fee for previous application: $.

Payments Received:
Record all payments the tenant made using the following chart. If the tenant did not make any of the payments set out in the mediated settlement or order, mark N/A in this section.

Date the Payment was made dd/mm/yyyy	Amount of Payment $	What the Payment was for
/ / (dd/mm/yyyy)	.	◯ Arrears ◯ NSF ◯ NSF Admin Charge ◯ App. Fee ◯ Rent ◯ Damages ◯ Other _____
/ / (dd/mm/yyyy)	.	◯ Arrears ◯ NSF ◯ NSF Admin Charge ◯ App. Fee ◯ Rent ◯ Damages ◯ Other _____
/ / (dd/mm/yyyy)	.	◯ Arrears ◯ NSF ◯ NSF Admin Charge ◯ App. Fee ◯ Rent ◯ Damages ◯ Other _____
/ / (dd/mm/yyyy)	.	◯ Arrears ◯ NSF ◯ NSF Admin Charge ◯ App. Fee ◯ Rent ◯ Damages ◯ Other _____

* Note: NSF charges cannot exceed the actual amount charged by the financial institution. NSF Administration Charges cannot exceed the prescribed amount. The application fee cannot exceed the actual cost of the application. See the instructions for more detailed information.

Section E: Signature

Do not complete this section until you are before the Commissioner.

Sworn (or affirmed) before me at the _____ of _____

this _____ day of _____, 20 _____.

_____ _____

Signature of Commissioner Signature of Deponent

OFFICE USE ONLY:

Delivery Method: ◯ In Person ◯ Mail ◯ Courier ◯ Email ◯ E-file ◯ Fax MS ☐ FL ☐☐