



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-A if you filed the previous L1 or L2 application on or before December 31, 2017.

You can apply to end the tenancy and evict the tenant using Form L4-A 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 before December 31, 2017.

Instructions for Form L4-A 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

PART 3: REASONS FOR YOUR APPLICATION

Are you applying because the tenant failed to comply with a term or condition of a:

- ☐ **mediated settlement?** If yes, complete section A only.
- ☐ **order?** If yes, complete section B only.

A. Tenant did not comply with a condition of the mediated settlement

Shade the circle completely next to your reason for applying to the Board. You can choose either Reason 1 or Reason 2, but not both.

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

You can choose this reason if the mediated settlement was based on **either**:

- ☐ an **Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes (Form L1)**;

or

- ☐ an **Application to End a Tenancy and Evict a Tenant (Form L2).**

- ☐ **Reason 2:** I am applying for an order to end the tenancy and evict the tenant and to collect the rent and other charges the tenant owes me up to the date they move out of the rental unit.

You can only choose this reason if the mediated settlement was based on an **Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes (Form L1)**.

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

What is the total amount the mediated settlement requires the tenant to pay?

\$							.		
----	--	--	--	--	--	--	---	--	--

Subtract any amounts the tenant has paid you towards the amount set out in the mediated settlement.

[illegible]

This is the total amount the tenant still owes from the mediated settlement.

= \$							.		
------	--	--	--	--	--	--	---	--	--

Add any additional rent that came due **after** the date of the mediated settlement, that the tenant has **not** paid.

+\$

Add any NSF charges that came due **after** the date of the mediated settlement, that the tenant has **not** paid.

+\$

Total amount tenant now owes

= \$							.		
------	--	--	--	--	--	--	---	--	--



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

The current rent is \$

--	--	--	--	--	--	--	--	--	--

 per ☐ month ☐ week ☐ other (specify) _____

B. Tenant did not comply with a condition of an order

Shade the circle completely next to your reason for applying to the Board. You can choose either Reason 1 or Reason 2, but not both.

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

You can choose this reason if the order was based on **either:**

☐ an **Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes (Form L1);**

or

☐ an **Application to End a Tenancy and Evict a Tenant (Form L2).**

☐ **Reason 2:** I am applying for an order to end the tenancy and evict the tenant and to collect the rent and other charges that the tenant owes since the date of the order, up to the date the tenant moves out of the rental unit.

You can only choose this reason if the order was based on an **Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes (Form L1).**

I have calculated the total amount of new rent and charges that the tenant owes me since the date the order was issued as follows:

Rent that came due **after** the date of the order that the tenant has **not** paid. (Do not include the amount set out in the order). \$

--	--	--	--	--	--	--	--	--	--

NSF charges that came due **after** the date of the order that the tenant has **not** paid. +\$

--	--	--	--	--	--	--	--	--	--

Total amount of new rent and charges that the tenant owes =\$

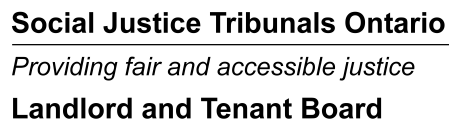
--	--	--	--	--	--	--	--	--	--

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

The current rent is \$

--	--	--	--	--	--	--	--	--	--

 per ☐ month ☐ week ☐ other (specify) _____



**Landlord's Application to End a Tenancy and Evict a Tenant
Tenant failed to Meet Conditions of a Settlement or Order
Form L4-A**

Landlord/Representative's Signature

dd/mm/yyyy

☐ Landlord ☐ Legal Representative

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 Board 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 the application, the Board 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 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 sjto.ca/LTB or you can buy a copy from a Board office.



AFFIDAVIT

Tenant failed to meet conditions of a mediated settlement or order

Section A: Information about the Breach

You must always 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 the 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 the affidavit form.

Did you select Reason #2 on the application form?

If the tenant did not meet one or more conditions of the:

- **Order** ► then complete sections A, B, C and E of the affidavit form.
- **Mediated Settlement** ► then complete all sections of the affidavit form.

**Section B: New Rent and Charges Owing****New Rent Owing:**

Since the day of your mediated settlement or order, has the tenant failed to pay any of the rent that became due? If yes, complete the following section.

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

Rent Period From: (dd/mm/yyyy) 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 day 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 this section.

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: to
dd/mm/yyyy dd/mm/yyyy

**Section D: Information about the Mediated Settlement****Amounts Owing in the mediated settlement:**

Look at the mediated settlement. Fill in the following information. You should find this information in the mediated settlement.

Date of the mediated settlement:

			/				/				
--	--	--	---	--	--	--	---	--	--	--	--

dd/mm/yyyy

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

\$

								.		
--	--	--	--	--	--	--	--	---	--	--

The rent arrears cover the period up to and including:

			/				/				
--	--	--	---	--	--	--	---	--	--	--	--

dd/mm/yyyy

Amount tenant agreed to pay for NSF charges:

\$

								.		
--	--	--	--	--	--	--	--	---	--	--

Amount tenant agreed to pay for the fee for previous application: \$

								.		
--	--	--	--	--	--	--	--	---	--	--

Rent Arrears Payments Received:

Did the tenant make any of the payments set out in the settlement, either in whole or in part? If yes, complete the following chart. If the tenant did not make any of the payments set out in the settlement, mark N/A in this section.

Date the Payment was made dd/mm/yyyy	Amount of Payment \$	What the Payment was for																													
<table><tr><td></td><td></td><td>/</td><td></td><td></td><td>/</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="10">dd/mm/yyyy</td></tr></table>			/			/					dd/mm/yyyy										<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>							.			☐ Arrears ☐ NSF ☐ NSF Admin Charge ☐ App. Fee ☐ Rent ☐ Other _____
		/			/																										
dd/mm/yyyy																															
						.																									
<table><tr><td></td><td></td><td>/</td><td></td><td></td><td>/</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="10">dd/mm/yyyy</td></tr></table>			/			/					dd/mm/yyyy										<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>							.			☐ Arrears ☐ NSF ☐ NSF Admin Charge ☐ App. Fee ☐ Rent ☐ Other _____
		/			/																										
dd/mm/yyyy																															
						.																									
<table><tr><td></td><td></td><td>/</td><td></td><td></td><td>/</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="10">dd/mm/yyyy</td></tr></table>			/			/					dd/mm/yyyy										<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>							.			☐ Arrears ☐ NSF ☐ NSF Admin Charge ☐ App. Fee ☐ Rent ☐ Other _____
		/			/																										
dd/mm/yyyy																															
						.																									
<table><tr><td></td><td></td><td>/</td><td></td><td></td><td>/</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="10">dd/mm/yyyy</td></tr></table>			/			/					dd/mm/yyyy										<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>.</td><td></td><td></td></tr></table>							.			☐ Arrears ☐ NSF ☐ NSF Admin Charge ☐ App. Fee ☐ Rent ☐ Other _____
		/			/																										
dd/mm/yyyy																															
						.																									

*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 ☐ Efile ☐ Fax MS ☐ FL ☐