

Read the instructions carefully before completing the Form. Print or Type in Block or Uppercase.

**Part 1: General Information**

**Landlord's Name and Address**

First Name  Male  Female  Company Initial

Last Name If there is more than 1 landlord, complete a Schedule of Parties form and file it with this application

Street Address

Unit Number City Province Postal Code

Day Phone Number Evening Phone Number Fax Number

E-mail Address

**Rental Unit Covered by this Application**

Street Number Street Name

Street Label Direction Unit Number

City Province Postal Code

**Tenants' Names and Addresses**

Tenant 1: First Name  Male  Female  Company Initial

Tenant 1: Last Name

Tenant 2: First Name  Male  Female  Company Initial

Tenant 2: Last Name If there are more than 2 tenants, complete a Schedule of Parties form and file it with this application

Mailing Address (if different from above)

Unit Number City Province Postal Code

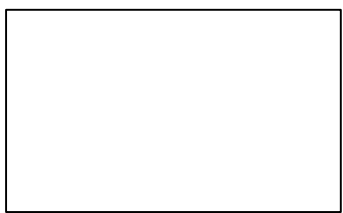
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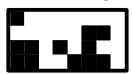
**Related Applications**

List the file numbers of any other applications to the Tribunal that relate to the same rental unit. File Number 1 - File Number 2

The Ontario Rental Housing Tribunal collects the personal information requested on this form under section 172 of the *Tenant Protection Act, 1997*. This information will be used to determine applications under this Act. After an application is filed, all information may become available to the public. Any questions about this collection may be directed to a Customer Service Representative at 416-645-8080 or toll-free at 1-888-332-3234.



For Office use only : File Number:  -



## Part 2: Reasons for Your Application

The following are the reasons for making this application. You must choose either reason #1 or reason #2. You can only ask for an amount related to NSF cheque charges if you are applying for an order for rent arrears and/or compensation. For a further explanation of each reason, see the instructions to this form.

1. I am applying for BOTH:

■ An order to terminate a tenancy and evict the tenant because the tenant has not paid the rent the tenant owes, and

■ An order requiring the tenant to pay:

\$ ,  .  which represents the rent the tenant owes me

plus

\$  .  compensation for each day the tenant remains in the rental unit without paying after the termination date set out in the Notice

plus

\$ ,  .  for charges related to NSF cheques.

The termination date set out on the N4 Notice to Terminate a Tenancy Early for Nonpayment of Rent is:

/  /   
dd mm yyyy

You must attach a copy of the Notice to Terminate a Tenancy Early for Nonpayment of Rent and a Certificate of Service showing how and when you gave the notice to the tenant.

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

OR

2. I am applying for an order requiring the tenant to pay:

\$ ,  .  which represents the rent the tenant owes me

plus

\$ ,  .  for charges related to NSF cheques.

If you choose reason #2, the tenancy will not be terminated.

Is the tenant still in possession of the rental unit?  Yes  No



**Part 3: Calculation of Amount Owing**

**1. Rent Owing**

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

Rent Period From: (dd/mm/yyyy) To: (dd/mm/yyyy)		Rent Charged \$	Rent Paid \$	Rent Owing \$
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<b>Total Rent Owing \$</b>				□□, □□□. □□

**2. NSF Cheque Charges and Related Administration Charges Owing**

I have calculated the amount of NSF cheque charges and related administration charges the tenant owes me as follows:

Cheque Amount \$	Date of Cheque DD/MM/YYYY	Date NSF Charge Incurred DD/MM/YYYY	Amount of NSF Cheque Charge \$	Related Administration Charge \$	Total Charge \$
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<b>Total NSF Related Charges Owing \$</b>					□□, □□□. □□



Part 4: Signature

Landlord's/Agent's Signature

Landlord  Agent

[Signature box]

Date (dd/mm/yyyy)

[Date grid]

If you are an agent or an officer of a corporation, you must provide the following information:

First Name

[First Name grid]

Initial

[Initial box]

Last Name

[Last Name grid]

Title

[Title grid]

Company Name

[Company Name grid]

Mailing Address

[Mailing Address grid]

Unit Number

[Unit Number grid]

City

[City grid]

Province

[Province grid]

Postal Code

[Postal Code grid]

Phone Number

[Phone Number grid]

Fax Number

[Fax Number grid]

E-mail Address

[E-mail Address grid]

**Important Information**

- 1. Once the landlord files this application with the Tribunal, the Tribunal will give the landlord a Notice of Hearing. If they are applying for reason #1, the landlord must give the tenant a copy of this application and the Notice of Hearing at least five calendar days before the hearing. If they are applying for reason #2, the landlord must give the tenant a copy of this application and the Notice of Hearing at least ten calendar days before the hearing.

Once the landlord has given the tenant a copy of the application and Notice of Hearing, the landlord must file a Certificate of Service with the Tribunal showing how and when the landlord gave the documents to the tenant.

- 2. If the tenant intends to dispute the application, they must do so in writing. The tenant must file their written dispute with the Tribunal no later than five calendar days after being given a copy of the Notice of Hearing.
- 3. A Tribunal mediator may contact the landlord and tenant to discuss resolving the application through mediation instead of the formal hearing process. If mediation takes place and the parties resolve the dispute by agreement, the hearing will not be held. If no agreement is reached, the hearing will take place as scheduled; it will not be delayed.



4. The tenant can pay all the rent in arrears, any additional rent that is owing as of the date the tenant makes the payment, plus the landlord's \$150 application fee. If the tenant pays this amount before an order is issued, the part of the application terminating the tenancy and evicting the tenant for arrears of rent will be discontinued.

After the order is issued, the tenant can pay all of the rent in arrears, any additional rent that is owing as of the date the tenant makes the payment, plus any charges for NSF cheques and related administration charges, and any costs the Tribunal has ordered the tenant to pay. The tenant must pay this amount before the date the order becomes enforceable. If they do, the part of the order terminating the tenancy and evicting the tenant for arrears of rent will be void.

To discontinue the application or void an order, the tenant can pay the amount owing either to the landlord, or to the Tribunal in trust.

5. It is an offence under the *Tenant Protection Act* to file false or misleading information with the Ontario Rental Housing Tribunal.
6. The Tribunal can order either the landlord or the tenant to pay the other's costs related to the application.
7. The Tribunal has Rules of Practice that set out rules related to the application process, and Interpretation Guidelines that explain how the Tribunal might decide specific issues that may arise in an application. You can purchase a copy of the Rules and Guidelines from your local Tribunal office or view them online at [www.orht.gov.on.ca](http://www.orht.gov.on.ca).
8. You may contact the Ontario Rental Housing Tribunal at **416-645-8080** or toll-free at **1-888-332-3234** or visit the Tribunal's web site at [www.orht.gov.on.ca](http://www.orht.gov.on.ca) for further information.



