



How to Serve an Application and Notice of Hearing

If the LTB directs you to give these documents to other parties

You must give your application or motion and Notice of Hearing to all the other parties named in your application or motion. You must do this as soon as possible, but **no later than** the deadline that is listed in the *Order to Serve Documents* that you received from the LTB.

Important: If you do not follow these rules, your hearing may be delayed or your application or motion may be dismissed.

The way you give these documents will determine when they are received

You can give these documents to the other parties in different ways. How you give these documents will determine when they are received by the other parties.

If you are giving these documents by:	The documents are considered to be received:
handing them to the party in-person or leaving them in that person's mailbox,	the same day you give them
sending them by courier	the next business day after they were sent.
sending them by fax to the person's home or their business fax (if they run a business)	on the date imprinted on the fax
sending them by regular mail* to that person's last known home or business address	five (5) days after you mailed them

***Important:** If your hearing will take place very soon, the LTB may order that you do not serve these documents by mail.

Other ways you can give these documents

If you are giving these documents to a:	You can give these documents
landlord	To an employee or representative of the landlord (such as a superintendent or property manager)
tenant, subtenant, or occupant of the rental unit	To an apparent adult, by placing them under the door of the unit, or, by putting them through the mail slot in the door of the unit
person's agent or representative	to that person by fax, mail* or courier.

***Important:** If your hearing will take place very soon, the LTB may order that you do not serve these documents by mail.

For more information

You can:

- visit the LTB's website at sjto.ca/ltb
- call the LTB at **416-645-8080** or toll-free at **1-888-332-3234**, or
- visit a Landlord and Tenant Board office.

A list of LTB office locations can be found on the LTB website, or you may call one of the numbers listed above for the location nearest you.
