



File Number (if applicable):

Address of Member Unit:

Unit/Apt./Suite:	Street Address:		
Municipality (City, Town, etc.):	Province:	Postal Code:	

I, _____, certify that on

/	/
dd/mm/yyyy	

I gave a copy of the following document(s):

- Notice of Termination # _____ Notice of Hearings and Application Form # _____
- Evidence Response
- Other: _____
(insert name of document)

To the following person(s):

- Co-op member Co-op
- Other: _____
(insert name of person you gave the document to)

By:

- handing it to the person
- handing it to an apparently adult person in the member unit
- leaving it in the mail box where mail is ordinarily delivered to the person
- if there is no mail box, by sliding it under the door of the member unit or through a mail slot in the door or leaving it at the place where mail is ordinarily delivered to the person
- sending it by mail to: _____
which is the person's last known residential address or business address (indicate which)
- sending it by courier to: _____
which is the person's last known residential address or business address (indicate which)
- sending it by fax to: _____
- sending it by email to: _____
- delivering it personally or sending it by mail to the Co-op's head office at:

- delivering it personally or sending it by mail to the Co-op's business office at:

- handing it to a manager or coordinator of the Co-op
- different method of service: _____

Note: It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board (LTB).

Signature: Co-op Co-op member Representative Other

First name:	Last name:	Phone number:
Signature:		Date:

COLLECTING PERSONAL INFORMATION

The LTB collects the personal information requested on this form under section 185 of the Residential Tenancies Act, 2006. This information will be used to determine applications under this Act. After this form is filed, your information may also become available to the public. Any questions about the collection of this information may be directed to a Customer Service Officer at 416-645-8080 or toll-free at 1-888-332-3234.