



# Social Justice Tribunals Ontario

*Providing fair and accessible dispute resolution*

Landlord and Tenant Board

## Form L3

# Application to End a Tenancy and Evict a Tenant - Tenant gave notice or agreed to end the tenancy

## Instructions

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January 16, 2017

**SECTION****A****When to use this application**

You can use this application to end the tenancy and evict the tenant if:

- the tenant gave you a *Notice to End the Tenancy (Form N9)*

or

- you and the tenant agreed to end the tenancy.

You can apply to the Landlord and Tenant Board (LTB) as soon as the tenant gives you the *Notice to End the Tenancy* or agrees to end the tenancy. You do not need to wait until after the date that the tenancy is supposed to end. However, the LTB will not end the tenancy before the termination date in the tenant's notice or the date that you and the tenant agreed to end the tenancy. Also, you must apply no later than 30 days after the termination date in the notice or the date that you and the tenant agreed to end the tenancy. If you don't, the LTB may dismiss your application.

**SECTION****B****How to complete this application**

Read these instructions before completing the application form. You are responsible for ensuring that your application is correct and complete. Follow the instructions carefully when you complete the application form.

The information you fill in on the form will be read electronically; therefore, it is important to follow the instructions below:

- Print clearly or type and do not touch the edges of the boxes.
- If there are more boxes in a line than you need, start from the left and leave the extra boxes blank.
- Do not fill in boxes that do not apply to you (for example, if you do not have a fax number, do not fill in boxes in the space marked "Fax Number").
- If the instructions tell you to shade a box or a circle (for example, circles marked "Yes" or "No"), shade the box or circle completely.

**PART 1: GENERAL INFORMATION****Address of the Rental Unit Covered by This Application**

Fill in the complete address of the rental unit, including the unit number (or apartment or suite number) and the postal code.

If the street name includes a direction that will not fit in the five spaces provided (such as Northeast) use the following abbreviations: *NE* for Northeast, *NW* for Northwest, *SE* for Southeast, *SW* for Southwest.



Fill in the date the tenancy is supposed to end. This is the termination date the tenant included in the notice or the date that you and the tenant agreed to end the tenancy.

### **PART 3: SIGNATURE**

If you are the landlord, shade the circle marked “Landlord”. Then, sign the application form and fill in the date.

If you are the landlord’s representative shade the circle marked “Representative”. Then, sign the application form and fill in the date

### **PAYMENT AND SCHEDULING INFORMATION FORM**

Complete this form to provide the LTB with the information required to process your application. Your application will not be accepted if you do not pay the application fee at the time you file the application. If you owe money to the LTB as a result of failing to pay a fee or any fine or costs set out in an order, your application may be refused or discontinued.

You may request a fee waiver if you meet the financial eligibility requirements set out by the LTB. You will need to complete the [Fee Waiver Form](#) which is available from the LTB website at [sjto.ca/ltb](http://sjto.ca/ltb). For more information about fee waivers and the eligibility criteria, go to the fee waiver rules and practice direction on the [Rules of Practice](#) page of the LTB website.

#### **Payment Method**

Shade the appropriate box to show whether you are paying by cash, debit card, money order, certified cheque, Visa or MasterCard. You cannot pay by cash or debit card if you are filing your application by fax or mail. If you are paying by credit card, include the cardholder’s name and signature, the card number and expiry date. The information you fill in on this part of the form is confidential. It will be used to process your application, but will not be placed on the application file.

#### **SECTION**

#### **C**

### **What to include when you file your application**

To file this application, you must include the following:

- The completed L3 application form,
- A copy of the *Notice to End the Tenancy (Form N9)*, or the agreement to end the tenancy (*if the agreement was in writing*),
- An affidavit, which confirms the contents of the agreement or notice to end the tenancy,
- The application fee (listed on the cover page of the application).

**Your application will be refused if any of the items listed above are missing.**

**Information you should include in the affidavit:**

- the date you and the tenant entered into the tenancy agreement,
- the termination date set out in the *Notice to End the Tenancy* or the *Agreement to End the Tenancy*, or the date the tenant agreed to end the tenancy, if the agreement was oral,
- the date(s) the tenant signed the *Notice to End the Tenancy* or the *Agreement to End the Tenancy*, or the date the tenant agreed to end the tenancy, if the agreement was oral,
- the name(s) of the person(s) who signed the *Notice to End the Tenancy* or the *Agreement to End the Tenancy*, or the names of the person(s) who agreed to end the tenancy, if the agreement was oral,
- that the agreement was oral not written (if that is the case).

You should state that the notice was not entered into or the agreement signed at the time the tenancy agreement was entered into. If you and the tenant agreed to end the tenancy, you should also confirm that you did not enter into another agreement later that changed or replaced your original agreement.

You must swear or affirm this information is true before a Notary Public or a Commissioner of Oaths. The LTB has staff in many of its offices who can commission an oath. The affidavit form is available on the LTB's website at [sjto.ca/ltb](http://sjto.ca/ltb).

SECTION

**D**

**How to file your application**

You can file your application in one of the following ways:

**1. In Person** at the nearest LTB office.

To find a list of LTB [office locations](http://sjto.ca/ltb) visit the LTB website at [sjto.ca/ltb](http://sjto.ca/ltb). You can also call the LTB at 416-645-8080 or 1-888-332-3234 (toll-free).

If you file your application in person at an LTB office, you can pay the application fee by cash, debit card, certified cheque, money order, Visa or MasterCard.

**2. By Mail**

Mail your L3 application to the nearest LTB office.

To find a list of LTB [office locations](http://sjto.ca/ltb) visit the LTB website at [sjto.ca/ltb](http://sjto.ca/ltb). You can also call the LTB at 416-645-8080 or 1-888-332-3234 (toll-free).

If you mail your application, you can pay the application fee by certified cheque or money order, Visa or MasterCard.

### 3. By Fax

You can fax your application to the nearest LTB office.

To find a list of LTB [office fax numbers](#) visit the LTB website at [sjto.ca/ltb](#). You can also call the Board at 416-645-8080 or 1-888-332-3234 (toll-free).

If you fax your application you can pay the application fee by Visa or MasterCard.

**Certified cheques and money orders must be made payable to the *Minister of Finance*.**

## SECTION

## E

## What to do if you have any questions

You can visit the LTB website at: [sjto.ca/ltb](#)

You can call the LTB at 416-645-8080 from within the Toronto calling area, or toll-free at 1-888-332-3234 from outside Toronto, and speak to one of our Customer Service Officers.

Customer Service Officers are available Monday to Friday, except holidays, from 8:30 a.m. to 5:00 p.m. They can provide you with **information** about the *Residential Tenancies Act* and the LTB's processes; they cannot provide you with legal advice. You can also access our automated information menu at the same numbers listed above 24 hours a day, 7 days a week.