



Tribunals Ontario

Landlord and Tenant Board

Form L3

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

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April 18, 2019

Landlord's Name and Address

In the *Landlord's Name and Address* section, fill in the landlord's name and address. If the landlord is a company, fill in the name of the company under "First Name". Include both daytime and evening telephone numbers and a fax number and e-mail address, if you have them.

If there is more than one landlord, fill in information about one of the landlords in this section of Part 1. Provide the names, addresses and telephone numbers of the additional landlords on the [Schedule of Parties](#) form which is available from the LTB website at sjto.ca/ltb.

Tenant Names and Address

In the *Tenant Names and Address* section, fill in the tenant's name. If two tenants live in the rental unit, fill in both their names. If more than two tenants live in the rental unit, fill in information about two tenants in this section of Part 1. Provide the names, addresses and telephone numbers of any additional tenants on the [Schedule of Parties](#) form which is available from the LTB website at sjto.ca/ltb.

Mailing Address

Fill in the tenant's mailing address **only** if it is different from the address of the rental unit. Provide the tenant's daytime and evening telephone numbers. Also provide the tenant's fax number and e-mail address if you know them.

Related Applications

If you or your tenant have filed other applications that relate to this rental unit, and those applications **have not** been resolved, fill in the file numbers in the space provided.

PART 2: REASONS FOR YOUR APPLICATION

Shade the appropriate circle to indicate whether you are applying to end the tenancy and evict the tenant because the tenant gave you a *Notice to End the Tenancy* or because you and the tenant agreed in writing to end the tenancy.

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. 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 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 written agreement to end the tenancy
- A signed declaration or sworn affidavit which confirms the contents of the written 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 declaration or 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*, the date(s) the tenant signed the *Notice to End the Tenancy* or the *Agreement to End the Tenancy*,
- the name(s) of the person(s) who signed the *Notice to End the Tenancy* or the *Agreement to End the Tenancy*.

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.

The declaration and affidavit forms are available on the LTB's website at 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. 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. 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](http://sjto.ca/ltb) 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*.

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.