



File Number

- Landlord     Tenant     Other Party

**Requesting Party's Information**

First Name

Last Name

Mailing Address

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Day Phone Number

Evening Phone Number

Fax Number

(       ) -

(       ) -

(       ) -

**Unit, Building or Complex Covered by the Application**

Street Address

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

**Hearing Information**

**What is the date of the hearing you are requesting to reschedule?**

**Hearing Date:**

dd/mm/yyyy

**Have you or any other party to the application appeared before a Member at a hearing with respect to this application?**

- Yes** → This request must be filed with the Board at least two full business days before the hearing.  
 **No** → This request must be filed with the Board no later than noon of the day before the hearing.

**Consent Confirmation**

**Have you obtained consent to reschedule the hearing from the other party or parties?**

- Yes             No

**How did the other party or parties consent to the rescheduling?**

- Verbally         In Writing

Under section 185 of the *Residential Tenancies Act, 2006*, the Landlord and Tenant Board has the right to collect the personal information requested on this form. We use the information to resolve your application. After you file the form, your information may also be available to the public. If you have questions about how the Board uses your personal information, contact one of our Customer Service Officers at **416-645-8080** or **1-888-332-3234 (toll free)**.

**OFFICE USE ONLY**

File Number

**Additional Information**

Explain why you believe your hearing should be rescheduled.

*Attach additional sheets if necessary*

**Scheduling Information**

In the space below, list the dates that each party and their representative is not available for **three months** after the date of the hearing you are requesting to reschedule.

Landlord \_\_\_\_\_  
Landlord's Representative \_\_\_\_\_  
Tenant \_\_\_\_\_  
Tenant's Representative \_\_\_\_\_

**Signature**       Landlord    Landlord Representative    Tenant    Tenant Representative    Other

First Name

Last Name

Phone Number

(       )       -

Signature	Date (dd/mm/yyyy)
-----------	-------------------

## Important Information

1. A request to reschedule a hearing can be filed by any party to the application. The person making this request must:
  - ensure that the consent of all parties has been obtained. Parties may give verbal consent, but it is best to obtain consent in writing.
  - give the Board a list of **unavailable** dates for the landlord and the tenant **and** their representatives for **three months** after the date of the hearing you are asking to reschedule.If the consent of all parties has not been obtained and a list of unavailable dates is not provided, your request may be denied.
2. It is the responsibility of the parties or their representatives to contact the Board to determine if the rescheduling request has been granted.
3. If the Board denies your request, you should be prepared to come to the hearing. If the applicant does not attend the hearing, the application may be dismissed. If the respondent does not attend the hearing, the Board may proceed in the respondent's absence.
4. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.
5. For further information, you may contact the Landlord and Tenant Board at **416-645-8080** or toll-free at **1-888-332-3234**. Or you may visit the Board's website at [sjto.ca/LTB](http://sjto.ca/LTB).

### For Board Use Only:

The request to reschedule is:

Granted

Denied

**Reasons:**

Name of Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_