

Read the Instructions carefully before completing the Form. Print or Type in Block or Uppercase.

**Part 1: General Information**

**Tenants' Names and Addresses**

Tenant 1: First Name  Male  Female Initial

Tenant 1: Last Name

Tenant 2: First Name  Male  Female Initial

Tenant 2: Last Name If there are more than 2 tenants, complete a Schedule of Parties form and file it with this application

Mailing Address (if different from the address of the rental unit covered by this application)

Unit Number City Province Postal Code

Day Phone Number Evening Phone Number Fax Number

E-mail Address

**Rental Unit Covered by this Application**

Street Number Street Name

Street Label Direction Unit Number

City Province Postal Code

**Landlord's Name and Address**

First Name  Male  Female  Company Initial

Last Name If there is more than 1 landlord, complete a Schedule of Parties form and file it with this application

Street Address

Unit Number City Province Postal Code

Day Phone Number Evening Phone Number Fax Number

E-mail Address

**Related Applications**

List the file numbers of any other applications to the Tribunal that relate to the same rental unit. File Number 1 - File Number 2

The Ontario Rental Housing Tribunal collects the personal information requested on this form under section 172 of the *Tenant Protection Act, 1997*. This information will be used to determine applications under this Act. After an application is filed, all information may become available to the public. Any questions about this collection may be directed to a Customer Service Representative at 416-645-8080 or toll-free at 1-888-332-3234.

For Office use only : File Number:  -

12301



## Part 2: Reasons for Your Application

The following are the reasons for making this application. For a further explanation of each reason, see the instructions to this form.

1. **The landlord has reduced or discontinued a service or facility.** You can only apply if the service or facility was reduced or discontinued in the last 12 months.

Describe the Service / Facility	Indicate whether the service was:		Indicate the date the service was reduced or discontinued																
	Reduced	Discontinued																	
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dd		mm		yyyy															

**Rent History** When did you move into the rental unit covered by this application?  /  /

dd                      mm                      yyyy

In the table below, indicate the rent you have been paying in the 12 months before you filed the application (or since you moved in, if you moved in less than 12 months ago). Also show how frequently you paid rent and the periods over which you paid it. See the instructions for further information about how to fill out the table.

Rent Amount (per month/ per week)	Rent Period	
	From: (dd/mm/yyyy)	To: (dd/mm/yyyy)
\$ <input type="text"/> , <input type="text"/> . <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
\$ <input type="text"/> , <input type="text"/> . <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
\$ <input type="text"/> , <input type="text"/> . <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
\$ <input type="text"/> , <input type="text"/> . <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

2. **There has been a decrease in municipal taxes and charges for the complex.**

In the space below, fill in the total amount of municipal property taxes for the calendar year in which the tax decrease took effect (the "base year") and for the calendar year before that year (the "reference year"). You must attach to the application evidence of the amount of property taxes charged by the municipality.

Municipal tax year	Base Year <input type="text"/>	Reference Year <input type="text"/>
Total property taxes for complex	\$ <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/>	\$ <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/>



**Part 3: Signature**

**Tenant's/Agent's Signature**     Tenant     Agent

**Date**

		/			/				
dd			mm			yyyy			

If you are an agent, you must provide the following information:

First Name	Initial
Last Name	
Title	
Company Name	
Mailing Address	
Unit Number	City
Postal Code	Province
Phone Number	Fax Number
E-mail Address	

**Important Information**

1. Once the tenant files this application with the Tribunal, the Tribunal will give the tenant a Notice of Hearing. The tenant must give the landlord a copy of the application and the Notice of Hearing at least 10 calendar days before the hearing.

Once the tenant has given the landlord a copy of the application and the Notice of Hearing, the tenant must file a Certificate of Service with the Tribunal showing how and when the tenant gave the documents to the landlord.

2. A Tribunal mediator may contact the landlord and tenant to discuss resolving this application through mediation instead of the formal hearing process. If mediation takes place and the parties resolve the dispute by agreement, the hearing will not be held. If no agreement is reached, the hearing will take place as scheduled; it will not be delayed.
3. It is an offence under the *Tenant Protection Act* to file false or misleading information with the Ontario Rental Housing Tribunal.
4. The Tribunal can order either the landlord or the tenant to pay the other's costs related to the application.
5. The Tribunal has Rules of Practice that set out rules related to the application process, and Interpretation Guidelines that explain how the Tribunal might decide specific issues that may arise in an application. You can purchase a copy of the Rules and Guidelines from your local Tribunal office or view them online at [www.orht.gov.on.ca](http://www.orht.gov.on.ca).
6. For further information you may contact the Ontario Rental Housing Tribunal at **416-645-8080** or toll-free at **1-888-332-3234**. Or, you may visit the Tribunal's web site at [www.orht.gov.on.ca](http://www.orht.gov.on.ca).



