

# Simplified Landlord Checklist

## Landlord and Tenant Board Notices and Applications

### Tenancy Issues

If you have a problem with your tenant's behavior, there are a few things you might try to resolve the issue. See below for some tips:

First, talk to your tenant to see if the problem can be resolved

Contact their housing professional if they have one or contact your local Housing Help Services Centre to see if housing help assistance can solve the problem. For instance, tenants might access the Rent Bank program in order to pay rent arrears.

Seek outside mediation help. For example, [St. Stephen's provides non-binding community mediation](#) and may be able to assist you.

Know your legal rights and responsibilities.

[Consider getting legal advice before proceeding.](#)

### Notices

If you are not able to resolve the issue on your own, the next step is to send your tenant a Notice. See below for information and steps on Notices.

A notice is not a legal eviction. Please keep in mind that your tenant does not have to leave if you send a notice, and in many cases can void the notice by correcting the referenced behavior. A tenant may only be evicted by an order from the Landlord and Tenant Board.

A notice is required when a landlord wants to begin the eviction process.

If the tenant corrects the behavior named in the notice within the allotted time, disputes the eviction or does not move out by the eviction date, your next step is to file an application at the Landlord and Tenant Board. Do not try to evict the tenant yourself, as this is illegal. Only the Sheriff can physically evict the tenant and/or change the locks.

Ensure you fill out the correct and/or best notice for your situation.

Fill out the notice correctly, as notices and applications are considered void if, for example, you fail to include the correct dates. Be mindful of how much notice is required for an infraction, and that any move out date should fall on the last day of the rental cycle.

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You may want to get legal support when deciding if you should begin an eviction process, for help with correctly filling out notices or applications. For more information on accessing legal help, [please click here](#).

### Applications

If you believe you have reason to evict a tenant and the issue has not been resolved by following the steps above, you must file an application with the Landlord and Tenant Board, who will decide on a solution. Applications are also filed for reasons not having to do with eviction, such as to apply for an Above Guideline Increase on the rent. Follow the below steps to file your application with the LTB.

You can download application forms or go to any LTB office to acquire a form

You must fill out the form as well as file it, which can only be done by paying a fee. For the complete fee schedule, [click here](#).

Again, choose the best application for your situation. If you aren't sure, [click here for some guidance](#).

Follow the instructions and fill out the application completely and correctly to avoid wasting time and money. If you make a mistake with the application, on the date of the hearing the LTB Member hearing your case will cancel your hearing and request that you submit a correct application.

You can file the application in person, by mail or by fax, or by dropping it off at any Service Ontario Centre.

Ensure that you submit any supporting documentation with your file.

Some applications can be filed online, which may be preferable as the online application guides and reduces the chance of error. [Click here for more information](#).