



# Form L10 - Checklist

## Application to Collect Money a Former Tenant Owes

Before you file the attached application with the Landlord and Tenant Board (LTB), make sure you can answer **YES** to each of the following questions. If not, your application may be dismissed, which means you may have to start over.

- Did the tenant move out of the rental unit on or after September 1, 2021?**

You cannot file this application if the tenant is still living in the rental unit or moved out before September 1, 2021.

- Did the tenant move out of the rental unit within the last year?**

You cannot file this application if the former tenant moved out more than one year ago.

- Did you name each former tenant of the rental unit?**

- Did you fill in the complete address of the rental unit?**

You must provide the full address, including the postal code. Be sure you have correctly identified the rental unit.

- Did you fill in the complete current address for each former tenant named in the application, if known?**

You can leave this blank if you do not know the former tenant's current address. However, after the LTB issues a Notice of Hearing you must give the former tenant a copy of this application and the Notice of Hearing at least 30 days before the hearing. See the [instructions](#) for more information about how you can give these documents to the former tenant.

- Did you select the applicable reason(s) and provide all of the requested details?**

- Did you check your math?**

Make sure you have correctly calculated the total amounts owing. Check the calculation across the rows of each table and then check the total amounts in the final columns.

Also check to be sure that the amount in the box on page 1 matches the total amount owing in Part 5.

- Did you date and sign the application on page 7?**

If your application is not signed and dated, the LTB will not accept it.



## Important Information for Landlords

Use this application if the tenant has already moved out of the rental unit and you want to apply for an order to:

- collect rent arrears and/or compensation that you believe the former tenant owes you,
- collect an amount for charges related to NSF cheques the former tenant gave you, if you are also applying for rent arrears,
- collect costs you believe the former tenant owes you for unpaid utility bills,
- collect money you believe the former tenant owes you for damaging the rental unit,
- collect costs that you incurred because the former tenant or someone else visiting or living in the rental unit substantially interfered with your reasonable enjoyment or lawful right, privilege or interest.

You must file this application no later than one year after the former tenant moved out of the rental unit.

Instructions for this application are available at the Landlord and Tenant Board (LTB) website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb).

1. Select your language preference (French or English). If you require accommodation complete a Tribunals Ontario Accommodation Request form.
2. Complete this application.
  - **Part 1** asks for information about the address of the rental unit covered by this application.
  - **Part 2** requires you to fill in the total amount you believe the former tenant owes you.
  - **Part 3** asks for general information about:
    - you (your name, etc.)
    - the date the former tenant moved out of the rental unit,
    - the former tenant's current address,
    - your email address and the former tenant's email address, if known,
    - any other unresolved applications that relate to the rental unit.
  - **Part 4** requires you to:
    - select and explain the reason(s) for your application, and
    - show how you calculated the amount you believe the former tenant owes you.
  - **Part 5** asks you to show how you calculated the total amount you believe the former tenant owes you.
  - **Part 6** requires your signature or that of your representative, and, if you are being represented, your representative's contact information.
3. Complete the checklist that is attached to the application to make sure you have completed the application form correctly. Do not include the checklist when you file the application.
4. File all pages of the application with the LTB (not including this page) no more than **365 days** after the day the former tenant moved out of the rental unit. The LTB will send you a notice of hearing showing the time and method of your hearing.



5. Pay the application fee of **\$201** to the LTB at the same time as you file the application. The LTB will not process your application unless you pay the fee. If you mail or courier the application, you can pay the filing fee by money order, certified cheque, or by credit card. You can't pay with cash or debit card if you file by mail or courier. If you cannot afford the fee, you can submit a [Fee Waiver Request](#).
6. Give each of the former tenants named in this application a separate copy of the application and the Notice of Hearing issued by the LTB. You must do this at least **30 days** before the hearing using one of the methods listed in the [Certificate of Service – Former Tenant](#). If you cannot use one of these methods, you can ask the LTB for permission to serve the documents in a different way by submitting a [Request to Use Alternative Service](#). You must submit this request at least 40 days before the hearing.
7. File a completed [Certificate of Service – Former Tenant](#) with the LTB setting out how and when you gave each former tenant a copy of this application and the Notice of Hearing. You must file the completed Certificate of Service with the LTB at least **20 days** before the hearing. If the LTB does not receive the Certificate of Service by this deadline it may cancel your hearing and close your application. Your filing fee will not be refunded if this happens.
8. Contact the LTB if you have any questions or need more information.

**416-645-8080**

**1-888-332-3234 (toll free)**

[tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb)



**Language Preference**

The LTB offers services in both French and English.

**What is your preferred language?**     French     English

If you are the respondent and want French Language Services, complete the [Request for French Language Services](#) form and send it by email or mail to the LTB office handling this file.

**Accommodation**

Accommodations are arrangements to allow everyone, regardless of their abilities, to participate fully in the LTB's process.

If you require accommodation complete the [Accommodation Request](#) form and email or mail it to the LTB office that is handling this file. The form and more information about accommodation is available at [tribunalsontario.ca/en/accessibility-and-diversity/](http://tribunalsontario.ca/en/accessibility-and-diversity/).

Read the instructions carefully before completing this form. Print or type in capital letters.

**Part 1: Address of the Rental Unit Covered by This Application**

Street Number

Street Name

Street Type (e.g. Street, Avenue, Road)

Direction (e.g. East)

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

**Part 2: Total Amount the Former Tenant Owes**

The following information is from your landlord

I am applying to the Landlord and Tenant Board for an order:

- to collect the money you owe me.

I believe that you owe me a total of \$ \_\_\_\_\_ .

This amount includes the filing fee for this application. To see how I calculated this amount, go to page 6.

**OFFICE USE ONLY:**

File Number

Delivery Method:  In Person     Mail     Courier     Service Ontario Center    FL



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**The following information is from the Landlord and Tenant Board**

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**IF YOU AGREE with the amount the landlord claims you owe:**

If you agree with the amount the landlord claims you owe, you can pay everything you owe or work out a payment plan. However, read the options before you decide. You may want to get legal advice first.

**OPTION 1:  
Pay  
everything  
you owe**

If you pay all the arrears and costs you owe plus the landlord's filing fee before the LTB issues an order about this application, be sure to get a receipt. Go to the hearing, where you can tell the Board what you've paid. If the landlord gave you receipts for amounts you paid, bring them to the hearing.

**OPTION 2:  
Work out a  
payment plan**

If you cannot pay everything you owe right now, you can talk to your landlord to see if they are willing to work out a payment plan. If you and the landlord agree to a payment plan, go to the hearing where you can explain the payment plan to the LTB.

**IF YOU DO NOT AGREE with the amount the landlord claims you owe:**

Talk to your landlord to see if both of you can agree on a different amount. You may want to get legal advice first.

**If you and  
your landlord  
agree on a  
different  
amount**

If you and your landlord can agree on the amount you owe, read the options above called **Pay everything you owe** and **Work out a payment plan**. You can follow one of these options, but use the different amount you and your landlord have agreed on. You should go to the hearing and tell the Member about your agreement.

**If you and  
your landlord  
do not agree  
on a different  
amount**

If you and your landlord cannot agree on the amount you owe, you should go to the hearing. At the hearing, you can explain why you disagree with the amount the landlord claims you owe. If the LTB decides that you owe money, you can ask for more time to pay it. See "Go to the hearing" below for more information about the hearing.

**Go to the  
hearing**

The date, time and method of the hearing are shown on the Notice of Hearing that is attached to this application. At the hearing, the landlord will have to prove the claims they made in the application. You will have an opportunity to respond to the landlord's claims. For example, you can explain why you disagree with the amount the landlord claimed you owe. You can also ask the LTB for more time to pay the money you owe. If you have paid everything you owe before the hearing, or if you and your landlord have worked out a payment plan, you can tell the LTB at the hearing.

**After the  
hearing**

The LTB will make a decision and issue an order that will be sent to you by email or mail at your current address. The order will tell you what the LTB decided. You should read the order to be sure it is correct and that you understand it.

**For more information:** You can contact the Landlord and Tenant Board at **416-645-8080** or toll-free at **1-888-332-3234** or visit the LTB's website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb).



**Part 3: General Information**

**Landlord's Name and Address**

First Name (If there is more than 1 landlord, complete a *Schedule of Parties* form and file it with this application.)

Last Name

Company Name (if applicable)

Street Address

Unit/Apt./Suite                      Municipality (City, Town, etc.)    Prov.                      Postal Code

Day Phone Number                                      Evening Phone Number                                      Fax Number  
(          )                      -                      (          )                      -                      (          )                      -

E-mail Address

The former tenant moved out of the rental unit on /          /  
dd/mm/yyyy

**Note:** The tenant must have moved out of the rental unit on or after September 1, 2021. You must file this application no later than one year from the date the former tenant moved out.

**Former Tenant Names and Current Address**

Tenant 1: First Name (If there are more than 2 tenants, complete a *Schedule of Parties* form and file it with this application.)

Tenant 1: Last Name

Tenant 2: First Name

Tenant 2: Last Name

Current Address

Unit/Apt./Suite                      Municipality (City, Town, etc.)    Prov.                      Postal Code

Day Phone Number                                      Evening Phone Number                                      Fax Number  
(          )                      -                      (          )                      -                      (          )                      -

E-mail Address



**Related Applications**

If you or your tenant filed other applications that relate to this rental unit and those applications have not been resolved, list their file numbers below.

File Number 1

File Number 2

**Part 4: Applying to Collect Money the Former Tenant May Owe You**

Shade the box(es) completely next to the reason(s) for which you believe the former tenant owes you money. Provide the additional information depending on your reason for applying.

- Reason 1:** The former tenant owes:
- rent that was not paid during the tenancy, and/or
  - compensation for each day they remained in the rental unit after the tenancy was terminated by a termination or an agreement to terminate the tenancy.

The total rent and compensation the former tenant owes is: \$ .

I have calculated the amount of rent the tenant owes me as follows:

Rent Period		Rent Charged \$	Rent Paid \$	Rent Owing \$
From: (dd/mm/yyyy)	To: (dd/mm/yyyy)			
/ /	/ /	.	.	.
/ /	/ /	.	.	.
/ /	/ /	.	.	.
Total Rent Owing \$				.

The amount of rent currently on deposit: \$ .

The date the rent deposit was collected: / /  
dd/mm/yyyy

The last rental period for which the tenant was paid interest on the rent deposit: / / to / /  
dd/mm/yyyy dd/mm/yyyy



**Reason 2:** I have bank or administration charges for NSF cheques the former tenant gave me during the tenancy. You must also be applying for Reason 1 to make this claim.

**Note:** The maximum administration charge you can claim for each cheque is \$20.00.

The total amount former tenant owes for NSF cheques is: \$ .

I have calculated the amount the former tenant owes me for NSF cheques as follows:

Cheque Amount \$	Date of Cheque dd/mm/yyyy	Date NSF Charge Incurred dd/mm/yyyy	Bank Charge for NSF Cheque \$	Landlord's Administration Charge \$	Total Charge \$
.	/ /	/ /	.	.	.
.	/ /	/ /	.	.	.
.	/ /	/ /	.	.	.
<b>Total NSF Related Charges Owing \$</b>					.

*Attach more sheets, if necessary.*

**Reason 3:** The former tenant did not pay utility costs (utilities means heat, electricity and water) that they were required to pay under the terms of the tenancy agreement while they were living in the rental unit.

The total reasonable out-of-pocket expenses I have incurred or will incur as a result of the former tenant's failure to pay utility costs are: \$ .

I have calculated the amount the former tenant owes me for utility costs as follows:

Date of Utility Bill (dd/mm/yyyy)	Period Covered by Utility Bill From (dd/mm/yyyy) To (dd/mm/yyyy)	Total Bill Amount \$	Amount Paid by Tenant \$	Amount Owing by Tenant \$
Name of Utility Provider 1:				
/ /	/ /	/ /	.	.
Name of Utility Provider 2:				
/ /	/ /	/ /	.	.
Name of Utility Provider 3:				
/ /	/ /	/ /	.	.
<b>Total \$</b>				.

*Attach more sheets, if necessary.*

Provide copies of the bills to the tenant and the LTB by the deadline in the Notice of Hearing or LTB [Rule of Procedure 19](#).

Add any necessary additional information about each utility expense you are claiming.

*Attach more sheets, if necessary.*





**Reason 4:** The former tenant or someone else visiting or living in the rental unit willfully or negligently caused damage to the rental unit or residential complex. The former tenant must pay the reasonable costs necessary to repair or replace the damaged property.

The reasonable costs I have incurred or will incur to repair or replace the damaged property is: \$ .

**Please explain:** What were the damages to the property? How did you calculate the costs you are claiming to repair or replace the damaged property?

*Attach more sheets, if necessary.*

**Reason 5:** The former tenant or someone else visiting or living in the rental unit substantially interfered with landlord's reasonable enjoyment or lawful right, privilege or interest. The former tenant must pay the reasonable out-of-pocket expenses I incurred as a result of this conduct.

**Note:** Do not select this reason if former tenant caused damage to the rental unit or residential complex or did not pay utility bills.

The reasonable costs I have incurred are: \$ .

**Please explain:** How did the former tenant or someone else visiting or living in the rental unit substantially interfered with your reasonable enjoyment or lawful right, privilege or interest? Provide details about your expenses and how they are connected to this conduct.

*Attach more sheets, if necessary.*

**Part 5: Total Amount Owing**

Total rent and compensation owing: (From Part 4, Reason 1)	\$	.	
Total NSF charges owing: (From Part 4, Reason 2)	\$	.	
Total utility costs owing: (From Part 4, Reason 3)	\$	.	
Total costs for damages owing: (From Part 4, Reason 4)	\$	.	
Total costs relating to substantial interference owing: (From Part 4, Reason 5)	\$	.	
Application Fee:	\$	.	
<b>Total:</b>		<b>\$</b>	<b>.</b>



**Part 6: Signature**

**Landlord/Representative's Signature**

/   /  
dd/mm/yyyy

Who has signed the application? Shade the box completely next to your answer.

Landlord       Legal Representative

**Information About the Legal Representative**

First Name

Last Name

LSUC #                      Company Name (if applicable)

Mailing Address

Unit/Apt./Suite                      Municipality (City, Town, etc.)                      Prov.      Postal Code

Day Phone Number                      Evening Phone Number                      Fax Number  
(      )      -      (      )      -      (      )      -

E-mail Address

**Collecting Personal Information**

The Landlord and Tenant Board has the right to collect the information requested on this form to resolve your application under section 185 of the *Residential Tenancies Act, 2006*. After you file the form, all information related to the proceeding may become publicly available in a tribunal decision, order or other document, in accordance with Tribunals Ontario's [Access to Records Policy](#) and the *Tribunal Adjudicative Records Act, 2019*. Parties wanting records or information to remain confidential must seek a confidentiality order from the adjudicator. If you have questions about confidentiality orders or access to records, please contact us by email at [LTB@ontario.ca](mailto:LTB@ontario.ca) or our Contact Center at **416-645-8080** or **1-888-332-3234** (toll free).

**Important Information from the Landlord and Tenant Board**

1. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.
2. The LTB can order either the landlord or the tenant to pay the other's costs related to the application.
3. The LTB has *Rules of Procedure* that set out rules related to the application process and *Interpretation Guidelines* that explain how the LTB might decide specific issues that could come up in an application. You can read the *Rules and Guidelines* on the LTB website at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb).



## Payment Method

Select how you are paying the application fee:

- Money Order       Certified Cheque

Money orders and certified cheques must be made payable to the "Minister of Finance".

- Credit Card

If you are paying by credit card and filing your application by mail or courier, you must complete the [Credit Card Payment Form](#) and submit it with your application.