

If you are filing 3 or more applications at the same time with the LTB (a bulk filing), complete the top part of the sheet and include this sheet with your applications.

To be completed by person filing the bulk.

No. of Files in Bulk:

Contact Information:

Name: _____ Tel. #: _____

Email address: _____

Each LTB Notice of Hearing (NoH) package will include a copy of the application, NoH and LTB receipt.

If you need any additional documents, check the ones you need:

- Point of Sale Receipt(s) Information Sheet L1/L9 Update Sheet

Indicate how you wish to get these packages:

Email the NoH packages to: _____
(neatly print email address)

or the email address above

Pick up at the LTB office where the applications were filed

Address of Rental Unit	App. Form #	Address of Rental Unit	App. Form #
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

To be completed by the LTB

Bulk Pick-up Contact Information:

Date of contact: _____ Staff initials: _____

Date set for pick-up: _____

Date Received Stamp

Pick-up Information:

Bulk picked up by: _____

Date: _____ Client initials: _____ Staff initials: _____

Packages Emailed:

Date: _____ Staff initials: _____