



**Part 1: General Information**

**Requester's Information**       Landlord     Co-op     Tenant     Co-op Member     Other Party

First Name			
Last Name			
Street Address			
Unit/Apt./Suite	Municipality (City, Town, etc.)	Province	Postal Code
Day Phone Number	Evening Phone Number	Fax Number	

**Unit, Building or Complex Covered by this Request**

Street Number	Street Name		
Street Type (e.g. Street, Avenue, Road)	Direction (e.g. East)	Unit/Apt./Suite	
Municipality (City, Town, etc.)	Province	Postal Code	

**Other parties to the Request**       Landlord     Co-op     Tenant     Co-op Member     Other Party

First Name			
Last Name			
Street Address			
Unit/Apt./Suite	Municipality (City, Town, etc.)	Province	Postal Code
Day Phone Number	Evening Phone Number	Fax Number	

If there is more than one other party, complete a Schedule of Parties form with their names and addresses (including the unit numbers) and file it with the request.

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).

**Part 2: Reasons for Your Request**

I am requesting that the Board amend order \_\_\_\_\_ issued on \_\_\_\_\_

File Number

to correct a clerical error.

dd/mm/yyyy

**Note:** A **clerical error** includes a typing error, an error made in calculating an amount or a similar error.

Explain in detail what clerical error you believe is contained in the order, and how you believe the order should be changed. Also, if the clerical error was made in a document filed with the Board by a party, clearly identify the document that contains the clerical error. If you are not a party to the order, explain how you are affected by it.

*Attach additional sheets if necessary*

I am requesting that the Board stay the order I want amended. An order that is stayed cannot be enforced.

Explain why the order should be stayed:

*Attach additional sheets if necessary*

### Part 3: Additional Information

Indicate below if you have also filed either of the following for this order:

Request for Review                       Notice of Appeal to Divisional Court

### Part 4: Signature

**Signature**                       Requester                       Representative                       Other

First Name	
Last Name	
Signature	Phone Number
	Date

### Representative Information (if applicable)

Name	LSUC #	Company Name (if applicable)	
Mailing Address		Phone Number	
Municipality (City, Town, etc.)	Province	Postal Code	Fax Number

### Important Information:

1. You must make a request to amend an order within 30 days of the date the order was issued. If you are late, you must also ask for an extension of time in writing.
2. A Board member will consider your request. If the member believes there is a clerical error in the order, the member may issue an amended order without holding a hearing or seeking submissions. However, a member may request submissions from other parties or hold a hearing before making a decision.
3. Where an order is amended to correct a clerical error, amendments may also have to be made to other parts of the order, such as the termination date and/or any amounts owing.
4. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.
5. The Board has Rules of Practice that set out rules related to the application process, and Interpretation Guidelines that explain how the Board might decide specific issues that may arise in an application. You can purchase a copy of the Rules and Guidelines from a Board office or view them online at [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb).
6. For more information, you may call 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 [tribunalsontario.ca/ltb](http://tribunalsontario.ca/ltb).