



File Number:

Language Preference

The LTB offers services in both French and English.

What is your preferred language? French English

I am asking to use an alternative method to serve a party to a Landlord and Tenant Board (LTB) proceeding. I am unable to serve the party using the regular methods of service listed in section 191 of the *Residential Tenancies Act, 2006* or LTB Rule of Procedure 3.

Name and Address of the Requestor

First Name

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
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E-mail Address

Address of the Rental Unit

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

Note: A request to use an alternative method to serve a tenant or a former tenant no longer in possession of a rental unit with a L10 Application and Notice of Hearing must be given to the LTB at least 40 days before the hearing.

1. Explain how you have already tried to serve the other party. You must have already tried to serve the other party using the regular methods before making this request.

Attach more sheets, if necessary.

2. What alternative method of service would you like to use? Explain why you think the party will receive the documents using this method. For example, if you want to use email, explain why you believe the party uses the proposed email address and will receive the document.

Attach more sheets, if necessary.

Signature

Landlord Landlord Representative Tenant Tenant Representative Other

First Name	Last Name	LSO #	Phone Number
Signature		Date (dd/mm/yyyy)	

For Board Use Only:

The request to use alternative method of service is: Granted Denied

Reasons:

Approved Method: _____ Deadline for Service: _____

Name of Member: _____ Signature: _____ Date: _____