



File Number:

Requesting Party's Information

Landlord Tenant Other Party

First Name

Last Name

Mailing Address

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Day Phone Number

Evening Phone Number

Fax Number

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Unit, Building or Complex Covered by the Application

Street Address

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Hearing Information

What is the date of the hearing you are requesting to reschedule?

Hearing Date:

dd/mm/yyyy

Important: This request must be received by the LTB at least five business days before the hearing.

Consent Confirmation

Have you obtained consent to reschedule the hearing from the other party or parties?

Yes

No

How did the other party or parties consent to the rescheduling?

Verbally

In Writing

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 or our Contact Center at **416-645-8080** or **1-888-332-3234** (toll free).

OFFICE USE ONLY

File Number

Additional Information

Explain why you believe your hearing should be rescheduled.

Attach additional sheets if necessary

Scheduling Information

In the space below, list the dates that each party and their representative is not available for **three months** after the date of the hearing you are requesting to reschedule.

Landlord _____

Landlord's Representative _____

Tenant _____

Tenant's Representative _____

Signature Landlord Landlord Representative Tenant Tenant Representative Other

First Name

Last Name

Phone Number

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Signature	Date (dd/mm/yyyy)
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Important Information

1. A request to reschedule a hearing can be made by any party to the application. The person making this request must:
 - Get the consent of all parties to reschedule the hearing. Parties may give verbal consent, but it is best to get their consent in writing.
 - Give this request to the LTB **at least five business days** before the hearing by:
 - i) Uploading the request into the Tribunals Ontario Portal, log into portal, click on the file number ,select Documents, Evidence and Requests, and select Request to Reschedule the Hearing
 - ii) Email to: LTB@ontario.ca
 - iii) Mail or courier it to the LTB Regional Office listed on the Notice of Hearing
 - iv) Fax to: 1 (833) 610-2242 or (416) 326-6455
 - Include a list of **unavailable** dates for the landlord **and** the tenant and their representatives for **three months** after the date of the hearing you are asking to reschedule.

The request to reschedule may be denied by the LTB if your request does not meet all of these requirements.

2. The parties or their representatives must contact the LTB to find out if the LTB has granted the request.
3. The hearing will proceed on the original date if the LTB does not grant your request. If the applicant does not attend the hearing, the application may be dismissed. If the respondent does not attend the hearing, the LTB may proceed without the respondent.
4. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.
5. For further information, you may visit the LTB's website at tribunalsontario.ca/ltb or contact the LTB at 416-645-8080 or toll-free at 1-888-332-3234.

For Board Use Only:

The request to reschedule is:

Granted

Denied

Reasons:

Name of Member: _____ Signature: _____ Date: _____