



Tribunals Ontario

Landlord and Tenant Board

Request to Extend or Shorten Time

Instructions

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Request to Shorten Time to Hearing

A landlord, tenant or another party to an application, motion or request that has been filed with the LTB that will result in a hearing may file a request to shorten time to hearing. If the request is granted, the hearing will be held sooner than it would otherwise. If the request is denied the hearing will be scheduled according to the LTB's usual timeline. If the request is denied the person who made the request cannot make a further request to shorten the time to the same hearing unless there has been a significant change in circumstances since the original request.

A landlord who has not filed their *Application for a Rent Increase above the Guideline* at least 90 days before the effective date of the first intended rent increase referred to in the application may file a request to shorten time. If the request is granted, the application will be accepted by the LTB. If the request is denied, the application will not be accepted.

Request to Extend Time

The LTB may extend the amount of time a party has to do something for any matter in its proceeding, except for the time requirements listed in section 56 of Ontario Regulation 516/06 under the *Residential Tenancies Act, 2006* ("Act").

If the request to extend time is granted, the LTB will accept the motion, request, application or submission that the party wants to file after the deadline. If the request is not granted, the motion, request, application or submission will not be accepted.

The time limits the LTB may consider extending in a Request to Extend Time include:

1. A Landlord's Motion to Set Aside an Order to Void (s.74(9) of the Act) - the deadline for filing the motion is 10 days after the order was issued.
2. A Tenant's Motion to Set Aside an *Ex Parte* Order (s.77(6) or s.78(9) of the Act) - the deadline for filing the motion is 10 days after the order was issued.
3. A request to amend an order (LTB Rule of Procedure 24) – the deadline for filing the request is 30 days after the order was issued.
4. A request to review a decision or order (LTB Rule of Procedure 26) – the deadline for filing the request is 30 days after the order was issued.
5. The deadline for filing a request to re-open an application resolved by a mediated agreement (LTB Rule of Procedure 13) – the deadline for filing the request is one year after the mediated agreement was signed, unless the parties agreed to a longer time.
6. The deadline for filing written submissions or evidence for a hearing – deadline is contained in the Board's order, direction or endorsement.
7. A Landlord's application for a determination of whether grounds for refusing consent to an assignment of a site for a mobile home are reasonable

(s.159(2) of the Act) – the deadline is 15 days after the tenant’s request for the landlord’s consent to an assignment.

8. A Landlord's request for a review of a work order issued by an inspector (s.226(1) of the Act) – the deadline is 20 days after the work order was issued.

If your request is denied, you cannot make a further request to extend the same time requirement unless there has been a significant change in circumstances since the original request.

Note: the LTB cannot extend time for a landlord to file an L3 Application (s.77(1) of the Act) or an L4 Application (s.78(1) of the Act).

SECTION

B

How to Complete a Request Time

Read these instructions before completing the request form. Follow the instructions carefully when you complete the form. You are responsible for ensuring that your request is correct and that you have provided all the facts and reasons to support your request. If your request is denied, you cannot make a further request to extend or shorten the same time requirement unless there has been a significant change in circumstances since the original request.

The information you fill in on the form will be read electronically; therefore, it is important to follow the instructions below:

- Print clearly or type.
- If there are more boxes in a line than you need, start from the left and leave the extra boxes blank.
- Do not fill in boxes that do not apply to you (for example, if you do not have a fax number, do not complete boxes in the space marked “Fax Number”).
- If the instructions tell you choose a box or a circle (for example, circles marked “Yes” or “No”), make sure you have clearly marked the correct choice.

PART 1: GENERAL INFORMATION

Requester’s Information

Choose the appropriate circle to indicate whether you are a landlord, tenant or other party.

Fill in your name and address. If the requester is a company, fill in the name of the company under “First Name”. Include an e-mail address, daytime and evening telephone numbers and a fax number and, if you have them.

- A landlord who has filed an Application to Evict a Tenant for Non-payment of Rent (Form L1) could explain that they want a shortened time to hearing because the tenant has not paid rent in many months and the arrears are high, causing the landlord significant personal or financial hardship. The request should include specific details about how the landlord has been impacted by the rent arrears and supporting documents.
- A landlord who has filed an Application to End a Tenancy and Evict a Tenant (Form L2) based on a Notice to End your Tenancy Because the Landlord, a Purchaser or a Family Member Requires the Rental Unit (N12) could explain that they want a shortened time to hearing because they have entered into an agreement of purchase and sale for the rental unit and the sale may not be completed if the tenant does not move out to allow the purchaser to move into the unit. The request should include documents that set out the closing date of the sale and that it is unlikely to be extended. The request could also include information about the purchaser's current housing situation to explain why they need to move into the rental unit on an urgent basis.

If you have already filed a request to extend or shorten the same time requirement explain the change in circumstances since you made the original request. Your request will be denied if there has not been a significant change in circumstances. A further request to extend or shorten the same time requirement cannot be used to provide additional reasons or evidence which could have been provided with the original request.

In deciding whether to grant your request, the LTB Member may consider the following factors in Rule 16.4 of the LTB's [Rules of Procedure](#):

- a. Any prejudice (harm) you or another the party may experience if the request is granted or not granted
- b. Whether there is any way the prejudice may be remedied (addressed)
- c. Whether this request is made in good faith
- d. If the request is for an extension of time, the length of the delay in filing the document and the reason for it
- e. Any other factors the LTB Member considers relevant in the circumstances

You may wish to consider addressing these factors in your request.

PART 3: SIGNATURE

If you are the requester, choose the circle marked "Requester". Then, sign the review request and fill in the date.

If you are the representative choose the circle marked "Representative". Then, sign the review request and fill in the date.

SECTION**C****What to include when you File a Request**

Include with your request any documents that you refer to in your explanation or that you think support your request.

Except in exceptional circumstances, a request to extend time must be accompanied by the motion, request, application or submission that the party wants to file after the deadline.

If an extension of time is granted and the document was not filed with the request, the LTB will direct that the document be filed, and any filing fee be paid, by a specific date. If the document is not filed by that date, it will be refused.

SECTION**D****How to file your Request**

To make sure you include all the information the LTB needs, it's recommended you use the LTB's standard form, [Request to Extend or Shorten Time](#), to make your request.

If you do not want to use the form, you can make the request by email or letter instead. The letter or email should clearly identify the type of request being made and the relevant LTB file number. It must also include the same information that is requested in the LTB's standard form; specifically:

1. The requesting party's name, contact information and status in the application;
2. The timeline the requesting party wants to shorten or extend; and
3. The reasons for the request – consider the factors set out in Rule 16.4 of the Board's [Rules of Procedure](#).

Submit the form, letter or email to the LTB using one of the below methods.

1. By Email

By email to the LTB Regional Office that is responsible your file. To find a list of email addresses for each LTB office locations, visit the [Contact the LTB](#) page at tribunalsontario.ca/ltb.

2. Mail

Mail your request to the nearest LTB office.

To find a list of LTB office locations visit the [Contact the LTB](#) page at tribunalsontario.ca/ltb. You can also call the LTB at 416-645-8080 or 1-888-332-3234 (toll-free).

3. Local ServiceOntario office

Please visit ServiceOntario Centres for a list of locations that accept applications and documents on behalf of the LTB.

4. By Fax

Effective December 31, 2021, the Landlord and Tenant Board (LTB) has decommissioned its fax machines assigned to regional offices. This means that except for a limited number of circumstances, the LTB no longer accepts documents, including applications, by fax.

If you must use fax to file applications or submit documents urgently because you don't have access to a computer and/or internet or can't visit a local ServiceOntario office, applicants can fax applications and documents that don't have a fee associated, or where they are eligible for a fee waiver, to 1-833-610-2242 or (416) 326-6455.

Due to Payment Card Industry (PCI) security compliance requirements, the LTB can no longer accept credit card payment via fax. Applications with credit card information will be automatically deleted and not processed. Please contact the LTB at 1-888-332-3234 for information on how to submit payment information.

Certified cheques and money orders must be made payable to the *Minister of Finance*.

SECTION

E

What to do if you have any questions

You can visit the Frequently Asked Questions page or the [Contact the LTB](#) page at tribunalsontario.ca/ltb.

Call the LTB at 416-645-8080 from within the Toronto calling area, or toll-free at 1-888-332-3234 and speak to one of our Customer Service Officers.

Customer Service Officers are available Monday to Friday, except holidays, from 8:30 a.m. to 5:00 p.m. They can provide you with information about the *Residential Tenancies Act, 2006* and the LTB's processes; they cannot provide you with legal advice. You can also access our automated information menu at the numbers listed above 24 hours a day, 7 days a week.