



Important Information for Landlords

Use this form to apply to have the Landlord and Tenant Board (LTB) issue an order allowing a rent increase of more than the guideline for any or all of the rental units in the residential complex. [Instructions](#) for Form L5 are available on the LTB's website at tribunalsontario.ca/ltb.

1. Complete all three parts of this application.
 - **Part 1** asks for general information.
 - **Part 2** asks you to select your reason(s) for applying for a rent increase above the guideline.
 - **Part 3** requires your signature or that of your representative, and, if you are being represented, your representative's contact information.
2. Complete the appropriate schedules, depending on your reason(s) for applying.
3. What to file with your application:
 - file all pages of the application (not including this page), and the appropriate schedules;
 - file evidence of all the costs you claimed in the application and proof that you paid for those costs and;
 - an electronic copy of the *L5 Rental Unit Information (RUI)* form provided in MS Excel format. This form is available from the LTB website at tribunalsontario.ca/ltb.
4. How to file your application:

Electronically – You can submit all application materials by e-mail to AGIpayments@ontario.ca. **Please do not include any credit card information.**

By Mail or Courier – Please visit the Board's website for a list of mailing addresses.

In Person – Some ServiceOntario locations accept LTB applications. Visit [ServiceOntario Centre](#) for a list of locations that accept LTB filings.

Important Notes for Mail, Courier, or In Person Filing:

 - 1) Your electronic *L5 Rental Unit Information (RUI)* form must be e-mailed to AGIpayments@ontario.ca. For more details, refer to Section E of the *Instructions: Form L5 Application for Rent Increase Above Guideline*.
 - 2) If your application contains a claim for capital expenditure work, include the following additional documents with your application:
 - 1 additional photocopy of the application,
 - 1 additional photocopy of all the supporting documents you filed with the LTB (including supporting documents related to operating costs, if you also applied because your operating costs increased),
 - An electronic copy of the supporting documents. This electronic copy can be provided by e-mail to AGIpayments@ontario.ca.
5. The L5 application fee is **\$233** for the first 10 units and **\$10** for each additional unit to a maximum of **\$1000**. The LTB will not process your application unless you pay the fee. If you mail or courier the application, you can pay the filing fee by money order, certified cheque, or by credit card. If you file your application electronically, you will be e-mailed a payment portal link from AGIpayments@ontario.ca. Payment can be made by credit card through the secure LTB payment portal link. Cash or debit card payments can only be made if filing at ServiceOntario. If you cannot afford the fee, you can submit a [Fee Waiver Request](#).
6. The LTB will send you a *Notice of Hearing* showing the time and method of your hearing. The LTB may require you to give each tenant a copy of the application and Notice of Hearing.
7. Contact the LTB if you have any questions or need more information.

416-645-8080
1-888-332-3234 (toll free)
tribunalsontario.ca/ltb



Language Preference

The LTB offers services in both French and English.

What is your preferred language? French English

If you are the respondent and want French Language Services, complete the [Request for French Language Services](#) form and email it to LTB@ontario.ca, or send the form by mail to the LTB. To see the list of all LTB office addresses, visit tribunalsontario.ca/ltb/contact/.

Accommodation

Accommodations are arrangements to allow everyone, regardless of their abilities, to participate fully in the LTB's process.

If you require accommodation, complete the [Accommodation Request](#) form and email it to LTB@ontario.ca, or send the form by mail to the LTB. To see the list of all LTB office addresses, visit tribunalsontario.ca/ltb/contact/.

Read the instructions carefully before completing this form. Print or type in capital letters.

Part 1: General Information

Address of the Residential Complex Covered by this Application

If there is more than one residential address covered by this application, complete an *Additional Residential Addresses* form and file it with this application.

Street Number:	Street Name:	Unit/Apt./Suite:
Municipality (City, Town, etc.):		Postal Code:
Province:		

Rental Unit Information (RUI) – Tenants' Names and Addresses

Complete the *L5 – Rental Unit Information (RUI)* form in MS Excel format.

First Effective Date (FED)

What is the date of the first rent increase you intend to take for the rental units covered by the application?
(dd/mm/yyyy): _____

Previous Order

If the LTB previously issued an order for a rent increase above the guideline, fill in the file number:
File Number: _____

OFFICE USE ONLY	File Number: _____
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Landlord's Name and Address

If there is more than one landlord, complete a *Schedule of Parties* form and file it with this application.

First Name:

Last Name:

Company Name (if applicable):

Mailing Address

Street Number:

Street Name:

Unit/Apt./Suite:

Municipality (City, Town, etc.):

Province:

Postal Code:

Email Address:

Phone Number:

What is the best way to communicate with you? Mail Email *

* If you check Email, you consent to receive documents and correspondence from the Landlord and Tenant Board by email. Providing consent to email means that the LTB will communicate and send documents by email to all of the applicants. Do not check the Email box if there are multiple applicants and some want to receive documents by regular mail instead of email.

Part 2: Reasons for Your Application

Shade the box completely next to each reason on which you are basing this application.

I am applying for a rent increase above the guideline because:

- Reason 1:** The municipal taxes and charges for the residential complex increased by an "extraordinary" amount (complete '*Schedule 1: Details of Operating Costs*'),
- Reason 2:** Operating costs for security services for the residential complex have been experienced for the first time or have increased (complete '*Schedule 1: Details of Operating Costs*'),
- Reason 3:** Capital expenditure work was done in the residential complex (complete '*Schedule 2: Details of Capital Expenditures*' and '*Capital Expenditures: Additional Details*').

Units included in the application

What is the total number of rental units in the complex? _____

How many rental units are covered by the application? _____

Part 3: Outstanding Elevator Work

Are there one or more elevators in the residential complex?

- Yes – If yes, complete questions 1, 2, and 3 below.
- No

1. Has a work order been issued that relates to one or more elevators in the residential complex?

- Yes No

If yes, has the work been completed?

- Yes No

2. Has an order been made under section 21 of the *Technical Standards and Safety Act, 2000* that relates to one or more elevators in the residential complex?

- Yes No

If yes, has the work been completed?

- Yes No

3. Has the LTB issued an order requiring you to do specified repairs or replacements to one or more elevators in the residential complex?

- Yes No

If yes, has the work been completed?

- Yes No

If you indicated that any of the work has not been completed, you must complete '*Schedule 3: Summary of Outstanding Elevator Work*' and file it with your application.

Part 4: Signature

Landlord/Legal Representative's Signature

Signature

Date (dd/mm/yyyy)

Who has signed the application? Check the box next to your answer.

Landlord Legal Representative

Information About the Legal Representative

First Name:

Last Name:

Law Society of Ontario #:

Company Name (if applicable):

Email Address (The LTB will use this email address to communicate with you):

Day Phone Number:

Evening Phone Number:

Fax Number:

Mailing Address

Street Number:

Street Name:

Unit/Apt./Suite:

Municipality (City, Town, etc.):

Province:

Postal Code:

Collecting Personal Information

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).

Important Information from the Landlord and Tenant Board

1. The landlord must file this application at least 90 days before the date they intend to take the first rent increase for the rental units covered by the application. If this application is filed less than 90 days before the First Effective Date (FED), the landlord must also submit a *Request to Shorten Time* form. If the request is granted, the application will be accepted by the LTB. If the request is denied, the application will not be accepted.
2. Along with the application, the landlord must file evidence of the operating costs claimed in the application. They must also file proof that they have paid for those costs. If the landlord is applying for Reason #3, the landlord must also file a copy of *'Schedule 2: Details of Capital Expenditures'*, as well as a *'Capital Expenditures: Additional Details'* form for **each** capital expenditure item claimed in the application.
3. If the landlord is applying for Reason #3, the landlord must make the documents described above available to the tenants of the rental units covered by the application.
 - If the landlord has an office in or close to the residential complex, the landlord must allow the tenants to view a copy of the supporting documents during normal business hours.
 - The landlord is required to provide the LTB with an electronic copy of the supporting documents.
 - The landlord must provide an electronic copy of the supporting documents to a tenant who requests it, at no charge.
 - If the landlord and tenant agree, the landlord may provide photocopies of all the supporting documents at a reasonable charge based on the landlord's out-of-pocket costs for making the copies.
4. You can ask the LTB to provide French-language services by submitting the *Request for French Language Services* form, available on the Tribunals Ontario website at tribunalsontario.ca/en/supports-and-services/french-language-services.
5. Accommodations are arrangements that allow everyone to participate fully in the LTB's process, regardless of their abilities. If you are a party, representative, witness or other participant in the LTB's process, you are entitled to accommodation of *Human Rights Code*-related needs, such as a disability. The LTB will provide accommodation to ensure equal access to its process, to the point of undue hardship. For example, if you have a visual impairment, the LTB can provide its forms and documents in an accessible format (e.g., large print, Braille, etc.). You can request an accommodation by submitting an [Accommodation Request Form](#) which is available at the Tribunals Ontario Website.
6. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the LTB.
7. The LTB has *Rules of Practice* that set out rules related to the application process and *Interpretation Guidelines* that explain how the LTB might decide specific issues that could come up in an application. You can read the *Rules and Guidelines* on the LTB's website at tribunalsontario.ca/ltb.

OFFICE USE ONLY:

Delivery Method: In Person Mail Courier Email Service Ontario Center

FL: _____



If you are applying for Reasons 1 and/or 2, you must fill out this schedule. See the L5 instructions for further information.

A. Municipal Taxes and Charges

In the table below, fill in the annual accounting periods and the costs you are claiming for each period. See the L5 instructions for information about how to determine the accounting periods.

Accounting Periods	Reference Year: _____ yyyy	Base Year: _____ yyyy
Costs		

Shade the box completely to show whether the costs affect all the rental units in the complex.

- All units in the residential complex are taxed under the municipal roll number(s) claimed in the application.
- Some units in the residential complex are taxed under a different municipal roll number not claimed in the application.
 - **If this application is for Reason 1 only:** Indicate units not affected by municipal taxes on the RUI.
 - **If this application also includes a claim for Reason 2 and/or 3:** If the RUI lists units not affected by Reason 1 as covered by the application, complete Schedule 1 Part D.

Did you receive any refunds, rebates, grants or other types of financial assistance for this cost category for the reference year or the base year indicated above?

Shade the box completely next to your answer. Yes No

If yes, indicate the source of the assistance, the total amount and the period to which it applies.

Source	Period: From (dd/mm/yyyy)	Period: To (dd/mm/yyyy)	Total Amount \$

Attach additional sheets if necessary.

Did you take these amounts into account when you determined the costs for the reference year and the base year indicated above?

Yes No



B. Security Services

In the table below, fill in the annual accounting periods and the costs you are claiming for each period. See the L5 instructions for information about how to determine the accounting periods.

Accounting Periods	Reference Year (dd/mm/yyyy)		Base Year (dd/mm/yyyy)	
	From: _____	To: _____	From: _____	To: _____
Security Services				

Shade the box completely next to your answer.

- All units in the residential complex are affected by the Security Services.
- Some units in the residential complex are not affected by the Security Services.
 - **If this application is for Reason 2 only:** Indicate units not affected by security services on the RUI.
 - **If this application also includes a claim for Reason 1 and/or 3:** If the RUI lists units not affected by Reason 2 as covered by the application, complete Schedule 1 Part D.

C. Do any of the operating cost categories (municipal taxes and charges or security services) relate to non-residential portions of the complex or to other residential complexes?

- Yes No

If yes, list the category and provide details below of how you propose costs should be allocated. See the L5 instructions for further information.

Attach additional sheets if necessary.



D. Are the rental units covered by the application for Reason #1 or Reason #2 different from those identified as covered on the L5 – Rental Unit Information (RUI) form?

- Yes** – If yes, list only the units that are different from the RUI for Reason #1 and/or Reason #2 in the table below and identify if they are covered or not covered by Reason #1 and/or Reason #2.
- No** – The RUI identifies the units covered by the application for all reasons.

Unit/Apartment/Suite	Unit Covered by Reason #1: Municipal Taxes (Yes/No)	Unit Covered by Reason #2: Security Services (Yes/No)

Attach additional sheets if necessary.

E. Information about Units Affected by Operating Costs

You must provide the following information about rental units affected by increased operating costs for municipal taxes or security services.

Operating Costs Categories	Column 1 Total Monthly rent charged for rental units covered by the operating costs (municipal taxes and charges and/or security services)	Column 2 Total Monthly Rent: Total rent charged for all rental units in the complex affected by the operating cost
Municipal taxes and charges (Reason #1)		
Security Services (Reason #2)		



A. Description and Costs

If you are applying for reason #3 you must fill out this schedule. If you are applying for more than five capital expenditure items, complete additional copies of this schedule. See the L5 instructions for further information.

Item #	Description of Capital Expenditures	Date Completed (dd/mm/yyyy)	Useful Life	Labour/Material and Contract Costs \$	Landlord's Own Labour \$ (Hours x Rate = Total)	Total Costs \$

Attach additional sheets if necessary.

For each capital expenditure item you are claiming, indicate why you believe it is "eligible" under s.126(7) of the RTA.

Item #	Provide explanation as to why the item is "eligible".

Attach additional sheets if necessary.



B. Do the costs for each capital expenditure affect and/or benefit all units in the residential complex? If not, complete the table below.

Example: The capital expenditure is for a new roof. If all units in the complex are located under the new roof, then all will be affected by and benefit from the new roof. In this example, the table below should not be completed.

Item #	List the unit numbers in the complex that the capital expenditure item should NOT be applied to. Be sure to also include units that are not covered by this application.

Attach additional sheets if necessary.

C. For each of the capital expenditure items listed in Part 'A', indicate if the item was a major repair or replacement of a system or thing that already existed.

Item #	Did the item require replacement or major repair?	If yes, explain why. Also indicate when the item was last replaced or repaired. If no, explain how the item provides access for persons with disabilities; promotes energy or water conservation; or maintains or improves security.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Attach additional sheets if necessary.



D. Did you receive any money from an insurer, government grants, forgivable loans or other assistance, or proceeds from trade-in, salvage or resale for any capital expenditure item(s)?

Yes No

If yes, list the item number, the source of the funds, and the amount you received below.

Item #	Source of Funds	Total Amount \$

Attach additional sheets if necessary.

E. Do any of the capital expenditures relate to non-residential portions of the complex or to other residential complexes?

Yes No

If yes, list the item and provide details below of how you propose costs should be allocated. See the L5 instructions for further information.

Attach additional sheets if necessary.



Item number and description of work:	Total labour, material & contract costs claimed in application for this item (not including landlord's own labour) * : \$	Date work completed (dd/mm/yyyy):

Name of contractor / supplier	Invoice / bill number	Invoice / bill date (dd/mm/yyyy)	Invoice / bill amount \$	Method of payment	Cheque number	Payment amount \$	Payment date (dd/mm/yyyy)	Amount related to this item \$	Remarks:
Total * : \$									



Fill out the following information and attach this summary to your *Application for a Rent Increase Above the Guideline* if in Part 3 of the application you indicated that there is any work related to elevators that was ordered and is not yet complete. You must complete this summary even if the deadline for doing the work has not yet passed.

Name of person or entity who issued the work order	Date of work order (dd/mm/yyyy)	Compliance date for work to be completed (dd/mm/yyyy)	Description of the work that was ordered to be done



Payment Method

Select how you are paying the application fee:

- Money Order Certified Cheque

Money orders and certified cheques must be made payable to the "Minister of Finance".

- Credit Card

If you are paying by credit card and filing your application by mail or courier, you must complete the [Credit Card Payment Form](#) and submit it with your application.

If you are filing your application electronically, you will be e-mailed a secure payment portal link to enter your credit card information. For security reasons, we ask that you do not include credit card information over e-mail when filing your application.

Please note: The link to the payment portal will expire after three (3) calendar days.