Making a Request to Extend Deadline

A landlord, tenant, or another party in an LTB proceeding may ask the LTB to extend the amount of time they have to submit a motion, request, application or submission. If the request to extend the deadline 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 denied, the standard deadline will apply. The LTB cannot extend certain types of deadlines.

How to complete a Request to Extend Deadline

Before completing the request form, carefully review these instructions. It's your responsibility to make sure your request is correct and complete by providing all necessary reasons and documents. If your request is denied, you cannot make another request to extend the same deadline unless there has been a significant change in circumstances since the original request.

Reasons for your request

Explain the reasons for your request and why it should be granted. The reasons must relate to the application. Unrelated reasons will not be considered.

Please provide any accompanying documents to support your request. Failure to include supporting documents may lead to your request being denied.

You must also provide a copy of the motion, request, application or submission that you want to file after the deadline, unless there are exceptional reasons you cannot do that.

If using a medical document to support your claim it should include:

- information about the medical issue, such as a diagnosis.
- the effect of the medical condition on your ability to attend and participate in a hearing.
- a medical professional's opinion about when you will be well enough to attend a hearing and participate in a hearing.

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.

See instruction document for detailed instructions.

For more information: You can contact the Landlord and Tenant Board at 416-645-8080 or toll-free at 1-888-332-3234 or visit the Board's website at tribunalsontario.ca/LTB.

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Ontario

Tribunals Ontario
Landlord and Tenant Board

Request to Extend Deadline

Disponible en français

File Number: _____

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/.

Requesting Party's Information

First Name:	Last Name:
Company (if any):	
Email Address:	Phone Number:

Mailing Address

Unit/Apt./Suite:	Street Number:	Street Name:

City:	Province:	Postal Code:

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.

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).

OFFICE USE ONLY File Number: _____

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Unit, Building or Complex Covered by the Application

Unit/Apt./Suite:	Street Number:	Street Name:		
City:			Province: ON	Postal Code:

I am requesting that the LTB extend the deadline to:

- ◯ file a Request to Review an Order.
- ◯ file a Request to Amend an Order.
- ◯ file a Request to Re-open an Application resolved by mediation.
- ◯ file a Motion to Set Aside an Ex Parte Order.
- ◯ other: _____

Explain the reasons for your request and why it should be granted.

Provide any accompanying documents to support your request. **Failure to include supporting documents may lead to the denial of your request.**

In accordance with Rule 16 of the Board's Rules of Procedure, the LTB Member may take into account the following factors when determining your request:

- the length of the delay, and the reason for it;
- any prejudice a party may experience;
- whether any potential prejudice may be remedied;
- whether the request is made in good faith; and
- any other relevant factors.

Note: If the LTB refuses your request to extend, you may not make a further request regarding the same time requirement unless there has been a significant change in circumstances.

Attach more sheets if necessary.

Signature

◯ Landlord ◯ Landlord Representative ◯ Tenant ◯ Tenant Representative ◯ Other

Signature	Date *(dd/mm/yyyy)*

Information About the Legal Representative

First Name:	Last Name:

Law Society Number:	Company Name (if applicable):

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

Day Phone Number:	Evening Phone Number:

Mailing Address

Street Number:	Street Name:	Unit/Apt./Suite:

Municipality (City, Town, etc.):	Province:	Postal Code:

For Board Use Only:

The request to extend deadline is: ◯ Granted ◯ Denied

Reasons:

Name of Member: _____ Signature: _____ Date: _____