

File Number (if applicable): -

Address of Rental Unit:

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

I, _____, certify that on / / ,
dd mm yyyy

I gave a copy of the following document(s):

- ☐ Notice of Termination Form # _____
 ☐ Motion to Set Aside an Ex Parte Order
☐ Application Form # _____
 ☐ Request to Review an Order
☐ Notice of Hearing
 ☐ Other _____
 (insert name of document)

to the following person(s):

- ☐ the tenant
 ☐ the landlord
 ☐ other

(insert the name of the person you gave the document to)

- ☐ more than one tenant, who is a party to the same application, on the same date and in the same way. (If you check this box, attach a list of the names and addresses of the people you served.)

by the following method of service:

- ☐ handing the document(s) to the person(s)
☐ handing the document(s) to an authorized employee of the landlord.
☐ handing the document(s) to an adult person in the tenant's rental unit.
☐ leaving the document(s) in the mailbox, or place where mail is normally delivered.
☐ placing the document(s) under the door of the rental unit or through a mail slot in the door.
☐ sending the document(s) by courier to the person(s).
☐ sending the document(s) by fax to fax number: _____
☐ sending the document(s) by mail or Xpresspost to the last known address of the person(s), at :

- ☐ a different method of service (provide details)

Notes:

- The only document that can be properly served by posting it to the door of the rental unit is a notice of intent to enter a rental unit given under section 27 of the *Residential Tenancies Act*, unless a Member orders otherwise pursuant to Rule 5.2 of the Landlord and Tenant Board's Rules of Practice.
- It is an offence under the *Residential Tenancies Act* to file false or misleading information with the Landlord and Tenant Board.

Signature ☐ Landlord ☐ Tenant ☐ Agent ☐ Other

First Name

Last Name

Phone Number

()

Signature (The person who served the documents must sign the form)

Date (dd/mm/yyyy)

For Office Use Only:

Delivery Method: ☐ In Person ☐ Mail ☐ Fax ☐ Courier ☐ Email F L

The Landlord and Tenant Board collects the personal information requested on this form under section 185 of the *Residential Tenancies Act*, 2006. This information will be used to determine applications under this Act. After an application is filed, all information may become available to the public. Any questions about this collection may be directed to a Customer Service Representative at 416-645-8080 or toll-free at 1-888-332-3234.

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