



Filing with the Landlord and Tenant Board and using the Tribunals Ontario Portal

This issue of *Evictions: What co-ops need to know* deals with how to navigate the Tribunals Ontario Portal.

Evictions: What co-ops need to know is an educational series to help Ontario co-ops understand and navigate evictions and the Landlord and Tenant Board (LTB) eviction system. Most co-op evictions in Ontario are handled by the LTB which is part of **Tribunals Ontario** and plays an important role in the administration of justice. These tip sheets can be found in CHF Canada's online Member Resource Centre at chfcanada.coop/resources.

If the grounds for eviction are not covered by the Residential Tenancies Act (RTA), then the co-op will have to go to court for the eviction and the co-op must use a lawyer.

The [Tribunals Ontario Portal](#) is an online case management system for the LTB. Users can do several things on the Tribunals Ontario Portal including:

- submitting applications and paying for application fees
- checking the status of file
- uploading evidence
- viewing and exchanging messages and documents with other parties
- self-scheduling preferred hearing dates in certain circumstances
- using the dispute resolution tool to try and reach an agreement

C1 and C2 application forms can be filed directly on the Tribunal Ontario Portal. To file C3 and C4 applications, send an email with the completed application form and all supporting documents to Co-opprocessingLTB@ontario.ca.

A complete application includes a signed declaration from a person with authority to commit the co-op, which certifies that the member's occupancy rights were terminated in accordance with the Co-operative Corporations Act.

Once a co-op has filed an application on the portal the LTB will issue a Notice of Video Hearing with the date and time of the scheduled Case Management Hearing. The listed representative will receive a File Number, list of parties involved and the Hearing Date/Time with a zoom link (or phone number) for access. It is the listed representative’s responsibility to inform the co-op of the date and times of the hearings. It is recommended that the co-op deliver a courtesy copy of the Application & Notice of Hearings to the member, to help ensure that they attend the hearing.

The Notice also gives instructions for technical assistance and numbers to call for support. There is a guide to video processes on the Tribunals website at: <https://tribunalsontario.ca/en/video-proceedings/>

Evidence

Evidence should be submitted using the Tribunals Ontario Portal. Copies of all evidence uploaded must be given to the other parties unless they have consented in writing to accept service through the portal. The parties can use the **Consent to Disclosure through Tribunals Ontario Portal** form on the **Forms Filing and Fees** page of the [Tribunals Ontario website \(https://tribunalsontario.ca/ltb/forms/\)](https://tribunalsontario.ca/ltb/forms/) for such an agreement. Or, in the TOP, use your file number and select “Documents, Evidence and Requests,” and pick “Consent to Disclosure through TOP” in the dropdown menu.

If you are unable to access TOP you may submit your anticipated evidence via email or mail. The LTB email address to be used solely for this purpose is LTB.Evidence@ontario.ca.

How to Send	Deadline	Notes
Email	7 days before the hearing date	<ul style="list-style-type: none"> You can only send documents by email if both parties have agreed to this in writing Email the LTB at LTB.Evidence@ontario.ca Read the LTB’s rules for emailing them
Tribunals Ontario Portal	7 days before the hearing date	<ul style="list-style-type: none"> You can only send documents through the portal if both parties have agreed in writing to do this You don’t need the LTB’s permission to give the LTB documents this way There are instructions for sending evidence through the portal

How to Send	Deadline	Notes
Regular or registered mail	12 days before the hearing date Example: if the hearing is on October 22, the last day you can send evidence on time is October 10	<ul style="list-style-type: none"> • Use the address of your co-op or its representative listed on the application form • Mail the LTB at the office closest to the co-op
Courier	8 days before the hearing date. They are considered served as of the day after they are given to the courier, unless that day is holiday. In that case, they are considered served on the next day that is not a holiday.	<ul style="list-style-type: none"> • Use the address of your co-op or their representative listed on the application form • Send to the LTB at: Landlord and Tenant Board 15 Grosvenor St., Ground Floor
Mailbox, mail slot, or sliding it under the door	7 days before the hearing date	<ul style="list-style-type: none"> • You can only give documents this way to your co-op or member, not the LTB

More Tips:

The other tip sheets in this series give your board advice on specific issues that might come up as the co-op works on evictions. This information is provided to help the board do its job. While the manager will end up doing most of the eviction work referred to, it is important that the board works with staff as a team and provides clear direction. These tip sheets can be found in CHF Canada's online Member Resource Centre at chfcanda.coop/resources.

For more information on the eviction system please contact:

CHF Canada, Ontario Region Office: 720 Spadina Avenue, Suite 313, Toronto ON, Canada M5S 2T9
Phone: 416-366-1711 | Toll-Free: 1-800-268-2537 | Fax: 416-366-3876 | info@chfcanda.coop

[@chfcanda](https://www.chfcanda.coop)      www.chfcanda.coop

For more resources in this series, visit chfcanda.coop/OntarioEvictionsSeries

*Disclaimer: The co-op should not use this information instead of legal advice. Co-ops and situations are different from each other and people understand things differently. This issue of *Evictions: What co-ops need to know* assumes things that may not be true of your co-op or your situation.*