



File Number:

**Address of Rental Unit:**

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

I, \_\_\_\_\_, certify that on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_,

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

dd/mm/yyyy

- ☐ Notice of Termination Form # \_\_\_\_\_  
☐ Application Form # \_\_\_\_\_  
☐ Notice of Hearing

- ☐ Motion to Set Aside an Ex Parte Order  
☐ Request to Review an Order  
☐ 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 shade this circle, 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:**

1. 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, 2006*, unless a Member orders otherwise pursuant to the Landlord and Tenant Board's Rules of Practice.
2. It is an offence under the *Residential Tenancies Act, 2006* to file false or misleading information with the Landlord and Tenant Board.

Signature ☐ Landlord ☐ Tenant ☐ Representative ☐ Other

First Name

Last Name

Phone Number

( ) -

v. 01/04/2022

Signature (the person who served the documents must sign the form)	Date (dd/mm/yyyy)
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**OFFICE USE ONLY:**

Delivery Method: ☐ In Person ☐ Mail ☐ Courier ☐ Email ☐ Efile ☐ Fax FL