

Sending documents for your LTB hearing

There are many ways that you can send documents to your landlord and to the Landlord and Tenant Board (LTB).

How to send	Deadline	Notes
Email	7 days before the hearing date Example: If the hearing date is October 22, the last day you can send evidence on time is October 15.	<ul style="list-style-type: none"> You can only send documents to your landlord by email if they 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 to your landlord through the portal if they have agreed in writing to let you 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
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 landlord or their representative listed on the application form Mail the LTB at the office closest to the rental unit
Courier	8 days before the hearing date *There are special rules when you send evidence the day before a statutory holiday .	<ul style="list-style-type: none"> Use the address of your landlord or their representative listed on the application form Send to the LTB at: Landlord and Tenant Board 15 Grosvenor Street, Ground Floor Toronto, ON M7A 2G6
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 landlord, not the LTB



How to send	Deadline	Notes
In person	7 days before the hearing date	<ul style="list-style-type: none"> You can give documents to your landlord or an employee who has authority over your rental unit, like a property manager Go to any ServiceOntario Centre that accepts documents for the LTB
Fax	7 days before the hearing date	<ul style="list-style-type: none"> You must get a fax confirmation receipt If the document is longer than 19 pages, your landlord must agree for you to send it to them this way Only fax the LTB if you can't give them the documents on time in any other way The LTB fax numbers are 1-833-610-2242 and 416-326-6455
You should send in your documents even if you have missed the deadline. Explain why they're late.		

If you have more than one page of documents, you must number each page and include a **table of contents**.

Your table of contents is a list of your documents. In this list, include:

- the page numbers of each document
- a short description of what the document is
- the date of the document, if you know it

For example:

“Pages 1-4, Photographs of kitchen sink taken March 10, 2022”

When you send a document to the LTB, you must include:

- your LTB file number, if you have one
- the names of the tenants and landlords listed on the application
- the name and contact information of the person sending the document
- the name and contact information of your legal representative, if you have one

You can learn more about sending documents in the LTB's [Practice Direction on Evidence](#) and [How to Serve a Landlord or Tenant with Documents](#).

CLEO's Steps to Justice has more information about housing issues. Visit stepstojustice.ca/legal-topic/housing-law. This is general legal information for people in Ontario, Canada. It is not intended to be used as legal advice.

Vous pourriez avoir droit à des services en français du gouvernement et des fournisseurs désignés. Visitez justicepasapas.ca/droits-linguistiques-francophones.