



File Number

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):

- | | |
|---|---|
| <input type="checkbox"/> Notice of Termination Form # _____ | <input type="checkbox"/> Motion to Set Aside an Ex Parte Order |
| <input type="checkbox"/> Application Form # _____ | <input type="checkbox"/> Request to Review an Order |
| <input type="checkbox"/> Notice of Hearing | <input type="checkbox"/> Other _____
<small>(insert name of document)</small> |

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

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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