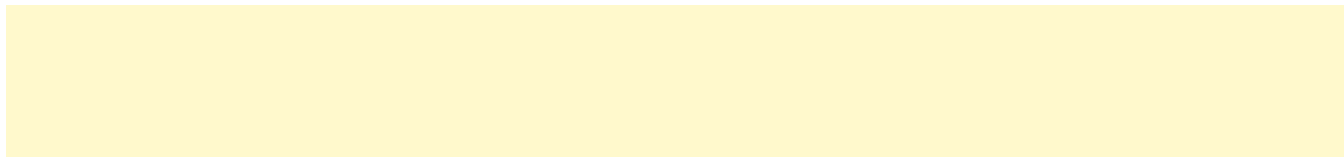


N4 Evidence Checklist

Non-Payment of Rent • Ontario Landlords

Stonegate Legal Services | stonegatelegalservices.ca



File online at the Tribunals Ontario Portal (TOP) or by mail. Keep your receipt/confirmation number.

- ☐ Application filing fee receipt
As of 2024: \$201 for online filing, \$186 for in-person. Fee is recoverable if you win.
- ☐ Confirmation of LTB hearing date and time
- ☐ Certificate of Service for the L1 — proof tenant received the application and hearing notice

5. Supporting Evidence (Bring Extras)

- ☐ Any written communication with the tenant about unpaid rent (texts, emails, letters)
- ☐ Voicemails or records of calls about arrears (note date, time, what was said)
- ☐ Any payment plan agreements (written) — and records showing the tenant broke them
- ☐ Photos of unit (if condition is relevant to any rent withholding claim by tenant)
- ☐ Previous LTB orders relating to this tenancy (if any)

6. Day of Hearing — Bring All of the Above, Plus:

- ☐ Two printed copies of your complete evidence package (one for you, one for the adjudicator)
- ☐ Government-issued ID
- ☐ Updated arrears calculation as of the hearing date
- ☐ Note of any payments received after the L1 was filed
- ☐ Contact info for your paralegal (Stonegate Legal Services)

Important: This checklist is a general guide for Ontario landlords and does not constitute legal advice. Every matter is different. If you have questions about your specific situation, contact Stonegate Legal Services — we handle landlord matters only, with no conflicts of interest.