



Although the *Residential Tenancies Act, 2006* does not require it, proceedings before the Landlord and Tenant Board (LTB) are usually recorded. If requested, the LTB will do a search for a hearing recording and will provide a copy of it for a fee. No guarantee of the existence or quality of the recording can be provided.

A request for a hearing recording should be made within ten years of the hearing date. The recording will be erased after this time.

This request for a hearing recording **must** be accompanied by a \$16.15 fee for each copy of the hearing recording that is requested.

**Requester's Information:**  Landlord  Tenant  Representative  Other

Name:
Address:
Phone Number:

**Hearing Information:**

File Number:	
Hearing Date(s):	Hearing Location:

**Hearing Recording Fee:**

Number of copies required:  **X 16.15 = \$** \_\_\_\_\_

Select how you are paying the hearing recording fee:

[Online Payment](#) Receipt #: \_\_\_\_\_

**Note:** Receipt must be emailed with request to [LTBpayments@ontario.ca](mailto:LTBpayments@ontario.ca).

Money Order  Certified Cheque

Money orders and certified cheques must be made payable to the "Minister of Finance".

Credit Card

If you are paying by credit card, you must complete the [Credit Card Payment Form](#) and submit it with your request.

The LTB will mail the hearing recording to the address you provided in this form. If the hearing was recorded, a copy should be available within two weeks. While the LTB will endeavor to make the recording available within two weeks, it may take longer. If the hearing was not recorded, your payment will be returned or refunded.

**Requester's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT INFORMATION**

The LTB records hearings digitally using the WAV file format. The recording in this format can be played on any PC or Mac with a sound card and the appropriate software such as Windows Media Player or any player that reads the WAV format.