

## EVICTIION INFORMATION REOUIREMENTS FORM

File No.

RE: ☐ Landlord and  
Tenant Board Order

File No.

☐ Court order/judgement  
(Writ of Possession)

Court File No:

**Failure to provide the information requested within this form may cause a delay in the execution of the order due to possible safety risk to the Enforcement Officer(s) and others, which must be assessed prior to conducting any enforcement activities.**

### EVICTIION ADDRESS DETAILS

Eviction address:

Municipal address: \_\_\_\_\_

Major intersection(s) closest to the eviction address:

Are the premises a:    ☐ Single Family Home    ☐ Rooming House    ☐ Apartment or Condominium Building    ☐ Mobile Home/Trailer

Premises entrance is by: ☐ Main/front door ☐ Side door ☐ Back door

Are the premises located within a Mobile Home Park or a Land Lease Community? ☐ Yes ☐ No

If yes, the mobile home or trailer located on the premises belongs to:    ☐ Landlord        ☐ Tenant

## NAME, ADDRESS AND TELEPHONE NUMBER OF PARTY REQUESTING EVICTION

☐ Landlord    ☐ Mortgagee    ☐ Lawyer    ☐ Licensed Paralegal    ☐ Other (describe):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please provide the name and telephone number of a person to be contacted for the purpose of scheduling the eviction:

(name of person to be contacted) (telephone number)

(telephone number)

Where premises are located in an apartment building, an on-site superintendent's name and phone number must be provided.

Is there a superintendent at the premises? ☐ Yes ☐ No

Does the superintendent have keys to enter the premises? ☐ Yes ☐ No

If superintendent does not have keys, will locksmith be provided? ☐ Yes ☐ No

Superintendent's name is: Telephone No.

## MORTGAGOR/TENANT INFORMATION

Number of persons living on the premises: \_\_\_\_\_ Number of children living on the premises: \_\_\_\_\_

Are any of the tenants'/occupant's elderly? ☐ Yes ☐ No      Are any children infants? ☐ Yes ☐ No

Are there any pets in these premises and building? ☐ Yes ☐ No

Type and number of pet(s)? ☐ Birds(s): ☐ Cat(s):

☐ Dog(s): ☐ Other (describe) \_\_\_\_\_

Size of pet(s)? ☐ Small ☐ Medium ☐ Large

Have you received any information, or do you suspect that the enforcement Officer(s) may encounter any potentially unlawful activity such as violent behaviour, illegal drugs, etc., while enforcing this order at the premises or in the building?

☐ Yes ☐ No

Have the police ever been called because of disputes between the occupant/tenants and the landlord/mortgagee in the past?

☐ Yes ☐ No

Are you aware of any other problems on the premises e.g. quarantine issues, family crisis issues, severe illness, etc.?

☐ Yes ☐ No

Provide complete details of any "Yes" answers below or if required, on a separate page.

**This section only pertains to Writs of Possession under a Mortgage Action:**

Please mark the checkbox beside the sentence that best describes the occupancy status of this property

☐ The mortgagors occupy this property ☐ Tenants of the mortgagor occupy this property

☐ The property is occupied by both the mortgagor and their tenants

If there are rental units on this property, please identify how many, and provide details about their whereabouts, if known:

I am the Lawyer/Agent for the Plaintiff(s) in this action and I and my clients are aware of the amendments to the Mortgages Act 1990 (Bill 40), as they pertain to tenants on mortgaged premises and we hereby instruct you to proceed with the execution of the Writ of Possession issued in this action.

\_\_\_\_\_  
(Signature of Solicitor/Agent for the Plaintiff)

**FEES**

All cheques are payable to the Minister of Finance

Filing Fee:	\$75
Enforcement Fee:	\$240
Travel Allowance: \$0.30/kilometer Southern Ontario, or; \$0.30 Kilometer Northern Ontario, for distance from enforcement office to eviction address and return.	
Miscellaneous disbursements:	
Total:	

**NAME AND TELEPHONE NUMBER OF PERSON COMPLETING THIS FORM**

You may be contacted in the event that the enforcement office has any questions about the information provided within this form.

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

\_\_\_\_\_  
(Signature of person completing this form)

Date: \_\_\_\_\_

**Note:**

1. Pets left on the premises are the landlord's/mortgagee's responsibility and;
2. The landlord/agent or mortgagee/agent must be present in order to accept vacant possession of the premises. If the landlord/agent is not present, the Enforcement Officer(s) cannot execute the order. In the event the landlord/agent fails to attend on the date and at the time scheduled and later contacts the Enforcement Office to ask for execution of the order, an enforcement fee and appropriate mileage expenses must again be paid before the Enforcement Officer(s) can take steps to enforce the order.