

QUESTIONS-ANSWERS

1. Which rules of procedure apply to the notification of applications filed with the Tribunal before August 31, 2020?

If you filed your application with the Tribunal and notified it prior to August 31, 2020, the former rules of notification provided for in the *Act respecting the Régie du logement* and its rules of procedure apply.

If you filed your application prior to August 31 but it was not notified to the other party before August 31, 2020, you must comply with the new rules of notification. This means that, as from August 31, 2020, you have 45 days to serve your application to the other party. This application is to be accompanied by supporting documents or a list of documents, which must be accessible free of charge to the other party if it so requests. Within the same 45-day period, you are also required to file with the Tribunal proof that the application has been notified to the other party. If the Tribunal does not receive the proof within this time limit, your application will have expired and the Tribunal will close your case record.

If your application concerns the fixing of rent:

If your application was filed prior to August 31 but was not served to the other party before August 31, 2020, you must comply with the new rules of notification. You thus have 45 days, as from August 31, 2020, to serve your application to the other party. You do not have to provide the other party with documents supporting your application or a list of documents nor are you required to file a list of documents with the Tribunal. However, within the same 45-day period, you must file with the Tribunal proof that your application was notified to the other party. If the Tribunal does not receive the proof within this time limit, your application will have expired and the Tribunal will close your case record.

Under the former rules, the lessor was required to return to the office of the Régie a copy of the necessary information form duly completed within 20 days of the mailing of the form by the Régie.

If, as of August 31, 2020, you have not completed and returned this form, then the new rules apply to you. Thus, as from August 31, 2020, you will have 90 days to complete this form and notify a copy of it to the other party. Within that same 90-day period, you must file this form, duly completed, in the record of the Tribunal with proof of notification to the other party. Otherwise, your record will have expired and the Tribunal will close it.

2. Which procedural rules apply for the notification of amendments relating to applications that were filed with the Tribunal before August 31, 2020?

Amendments filed with the Tribunal before August 31, 2020 also had to be notified to the other party. If the amendment was not notified in accordance with the former rules of procedure, before August 31, 2020, you must follow the new rules of notification provided for in the *Act respecting the Tribunal administratif du logement*.

In other words, if the amendment was filed prior to August 31 and was notified prior to that date, the former rules apply.

If your amendment:

- is filed after August 31
- was filed before August 31 but was not notified to the other party before that date

you must then follow the new rules of notification. For example, if your amendment is to add a party, you must follow the same rules that govern the notification of an application.

3. Do I need to submit evidence to the Tribunal?

No evidence may be filed with the Tribunal before the hearing, except with the authorization of an administrative judge or for the purpose of holding a videoconference hearing.

If you do not have such authorization, we will return the evidence you sent.

On the day of the hearing, you must bring the evidence in support of your application and copies thereof for the other party.

4. How do I submit my proof of notification of the application and my list of exhibits (evidence) to the Tribunal?

Only proof of notification of the application and a list of the exhibits must be filed in the record of the Tribunal. A form entitled List of exhibits is available in the Application Forms and Notices section of our website. However, in the case of an application for the fixing of the rent, you do not have to file the list of the exhibits with the Tribunal.

You can send those documents using our online services, accessible by selecting the Online Services/Transmission of Documents to the Tribunal tab.

You can also deliver them in person at one of our offices. However, please note that our in-person information services are currently available by appointment only. Before going to one of our offices, be sure to make an appointment by clicking the following link: [Make an appointment.](#)