

INFORMATION ON NOTIFICATION

After filing the application with the Tribunal administratif du logement, the plaintiff must notify a copy to each party. The application must be notified together with the supporting exhibits or a list of such exhibits stating that they are available on request **unless it only concerns the setting of the rent**. Proof of notification must be filed with the Tribunal within **45 days of filing the application**.

If proof of notification is not filed within this deadline, the application will expire and the Tribunal will close the case. Clearly indicate on each document the record number(s) and the names of the parties concerned.

The Tribunal may refuse to convene the parties to a hearing as long as these documents (list of exhibits, when required, and proof of notification) have not been filed.

The application can be notified by registered mail, by court bailiff, by delivering the document in person by messenger, using a technological means or by any appropriate method that gives the notifier proof of receipt of the document. If the plaintiff does not succeed in notifying the other parties using one of these methods, the Tribunal may, at any time, authorize another notification method.

CHANGE OF ADDRESS

You must notify the Tribunal and the other parties, without delay, of any change of address that occurs during the proceedings.

A party who fails to give notice of his or her change of address may not apply for revocation of a decision rendered against that party by invoking the fact that he or she did not receive the notice of hearing, if this notice was sent to the party's former address.

DISCONTINUANCE

A discontinuance closes the record with the Tribunal.

I am discontinuing the present application.

Signature - Plaintiff 1 Year Month Day

Signature - Plaintiff 2 Year Month Day

AGREEMENT

Where the parties reach an agreement, the Tribunal closes the record upon the filing of a copy of the agreement signed by the parties, unless the plaintiff files a written request to have the record suspended. Thereafter, the case will only be placed on the roll upon the written request of a party.

Where an agreement is made or filed at the hearing, it must be signed by the parties. The Tribunal may ratify it, provided it is in accordance with law, in which case it has the same effects as a decision.

We, the undersigned, have reached the attached agreement. agree to the following agreement:

_____ Signature - Plaintiff 1	Year Month Day	_____ Signature - Defendant 1	Year Month Day
_____ Signature - Plaintiff 2	Year Month Day	_____ Signature - Defendant 2	Year Month Day

The filing of the agreement closes the record with the Tribunal, unless the plaintiff requests to have the record suspended (see below).

Further to this agreement, I request that the record be suspended. _____
Signature - Plaintiff 1 Year Month Day

Signature - Plaintiff 2 Year Month Day

At the request of any of the parties, proceedings before the Tribunal will resume.

Date of filing

Information clerk code