

Record number	Application number

ADDRESS OF DWELLING IN QUESTION

No.	Street	Apt.	Municipality	Postal code
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IDENTIFICATION OF PARTIES

Plaintiff 1	<input type="checkbox"/> Lessor	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other	(specify)
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Last name	First name
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Plaintiff 2	<input type="checkbox"/> Lessor	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other	(specify)
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Last name	First name
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Defendant 1	<input type="checkbox"/> Lessor	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other	(specify)
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Last name	First name
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Defendant 2	<input type="checkbox"/> Lessor	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other	(specify)
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Last name	First name
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For an application to set the rent, the plaintiff does not have to notify exhibits or a list of exhibits in support of the application and does not have to file such a list with the Tribunal. The lessor does, however, have to complete the "Necessary information regarding the fixing of the rent" form provided by the Tribunal, notify a copy to the lessee and file it with the Tribunal with the proof of notification within 90 days after the form is provided. When the plaintiff is the lessor and does not file this proof of notification with the Tribunal by the deadline, the application expires and the Tribunal closes the case.

LIST OF EXHIBITS

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On the day of the hearing, you must bring the exhibits supporting your application, as well as copies for the other parties if they did not receive copies or did not request them before the hearing. The exhibits should only be filed with the Tribunal on the day of the hearing, unless you are required to file them in advance of a videoconference.

Date of filing

<input type="checkbox"/> Lawyer	<input type="checkbox"/> Plaintiff(s)			
Year	Month	Day	Block letters	Signature
Year	Month	Day	Block letters	Signature
		Information clerk code		

EXPLANATORY NOTE

The “List of exhibits” form allows a party to identify the exhibits they intend to file to prove the validity of their application. These exhibits must be accessible, on request and at no cost, to the other parties to the case.

TYPES OF FORMS

This form is offered as a dynamic PDF that allows the user to complete it on screen after downloading it from www.tal.gouv.qc.ca.

* Dynamic PDF:

After completing the form, you must print it on 8.5 x 11 paper (215.9 mm x 279.4 mm). Make sure you configure your printer to this size.

* Paper:

If you complete the form by hand, please print legibly in block letters.

PROCEDURE

After filing the application with the Tribunal administratif du logement, you must notify a copy to each party. **Unless the application only concerns the setting of the rent**, it must be notified together with the supporting exhibits or a list of such exhibits stating that they are available on request. 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.

Proof of notification and a list of the exhibits supporting the application must be filed with the Tribunal. The Tribunal may refuse to convene the parties to a hearing until these documents are filed.

On the day of the hearing, you must bring the exhibits supporting your application, as well as copies for the other parties if they did not receive copies or did not request them before the hearing.

The exhibits should only be filed with the Tribunal on the day of the hearing, unless you are required to file them in advance of a videoconference.

Note that you can track the progress of your case on the Tribunal administratif du logement website by clicking **Follow-up of a file**.