

Record number

Application number

Recourse codes

ADDRESS OF DWELLING IN QUESTION

No.	Street	Apt.	Municipality	Postal code
-----	--------	------	--------------	-------------

Beginning of lease

End of lease

Monthly rent

Year	Month	Day	Year	Month	Day	<input type="checkbox"/> Indeterminate term	\$
------	-------	-----	------	-------	-----	---	----

IDENTIFICATION OF PARTIES

**Plaintiff 1**  Lessor  Lessee  Other (specify)

Last name		First name		
No.	Street	Apt.	Municipality	Postal code
Telephone (home)	Telephone (work)	Fax	Email	

**Plaintiff 2**  Lessor  Lessee  Other (specify)

Last name		First name		
No.	Street	Apt.	Municipality	Postal code
Telephone (home)	Telephone (work)	Fax	Email	

**Defendant 1**  Lessor  Lessee  Other (specify)

Last name		First name		
No.	Street	Apt.	Municipality	Postal code
Telephone (home)	Telephone (work)	Fax	Email	

**Defendant 2**  Lessor  Lessee  Other (specify)

Last name		First name		
No.	Street	Apt.	Municipality	Postal code
Telephone (home)	Telephone (work)	Fax	Email	

OBJECT OF THE APPLICATION (conclusion sought)

To authorize the plaintiff to convert the building in which the dwelling concerned is located to divided co-ownership.

GROUND FOR THE APPLICATION

No municipal by-law prohibits or restricts the conversion, as stated in the appended letter.

In accordance with the municipal by-law, the city of \_\_\_\_\_ has authorized the conversion.

An exemption was granted by the municipal council or the borough council  
of the city of \_\_\_\_\_ on \_\_\_\_\_  
Year Month Day

The building consists of \_\_\_\_\_ dwellings and notices of intention were notified to the tenants on or around \_\_\_\_\_  
Year Month Day

Cadastral description:

NOTIFICATION OF THE APPLICATION TO THE OTHER PARTIES

When it is notified, the application will be accompanied by the exhibits.

When it is notified, the application will be accompanied by the list of exhibits available on request, at no cost to the other parties.

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				

\*I understand that my application is deemed to have been made under oath.

Appendix for additional information

**INFORMATION ON NOTIFICATION**

The plaintiff must, **after filing the application with the Tribunal administratif du logement**, notify a copy to each party. When it is notified, the application must be accompanied by the exhibits supporting it or a list of the exhibits indicating that they are available on request. Proof of notification and a list of the exhibits must be filed in the record of the Tribunal.

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

If proof of notification of the application is not filed within **45 days after the application is filed**, the application expires and the Tribunal closes the record. However, if you are convened within that time period, you must bring proof of notification to the hearing, if it has not already been filed in the record. When sending proof of notification to the Tribunal, clearly indicate the record number(s) and the names of the parties concerned on each document.

Notification can be made by registered mail, by bailiff, in person by a courier service, by technological means, or by any appropriate method that provides the notifier with proof that the document was received. If the plaintiff is unable to notify using one of these methods, the Tribunal administratif du logement may authorize another mode of notification at any time.

**CONVERSION OF A RENTAL PROPERTY TO DIVIDED CO-OWNERSHIP**

In the ten years preceding this application for authorization, this building contained at least one dwelling in the meaning of section 1 of the *Act respecting the Administrative Housing Tribunal*.

**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