



Task Title: Filling out a Tenant Maintenance Request Form

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The Learner will fill out a maintenance request form (Landlord and Tenant Board of Ontario Form 6) asking for repairs to be completed in an apartment.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Write continuous text/B2.2
- Communicate Ideas and Information /Complete and create documents/B3.2a

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

When renting an apartment, sometimes things need to be repaired or replaced by the landlord. If a landlord is not responding to maintenance requests, a renter may need to complete and submit a form to the Landlord and Tenant Board of Ontario so that repairs can be completed.

Review the "Tenant Application about Maintenance FORM T6: Part 1 and Part 2".



Read the instructions carefully before completing this form. Print or type in capital letters.

PART 1: GENERAL INFORMATION

Address of the Rental Unit Covered by This Application

Street Number	Street Name	
<input type="text"/>	<input type="text"/>	
Street Type (e.g. Street, Avenue, Road)	Direction (e.g. East)	Unit/Apt./Suite
<input type="text"/>	<input type="text"/>	<input type="text"/>
Municipality (City, Town, etc.)	Prov.	Postal Code
<input type="text"/>	<input type="text" value="ON"/>	<input type="text"/>

Tenant Names and Address

Tenant 1: First Name (If there are more than 2 tenants, complete a *Schedule of Parties* form and file it with this application.)

Tenant 1: Last Name

Tenant 2: First Name

Tenant 2: Last Name

Mailing Address (if it is different from the address of the rental unit)

Unit/Apt./Suite	Municipality (City, Town, etc.)	Prov.	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Day Phone Number	Evening Phone Number	Fax Number
(<input type="text"/> <input type="text"/>) <input type="text"/> - <input type="text"/>	(<input type="text"/> <input type="text"/>) <input type="text"/> - <input type="text"/>	(<input type="text"/> <input type="text"/>) <input type="text"/> - <input type="text"/>

E-mail Address

OFFICE USE ONLY	
File Number <input type="text"/>	<input type="text"/>
v. 01/04/2022	



PART 2: REASONS FOR FILING THIS APPLICATION

I am applying to the Board because the landlord has not repaired or maintained the rental unit or the residential complex, or has not complied with health, safety, housing or maintenance standards.

Explaining your Reason

In the box below, describe the maintenance problems that led you to apply to the Board.

- What is the problem? If there is more than one problem, list each problem.
- Give the date each problem started.
- Has the problem been repaired? If so, give the date it was repaired and explain who repaired it.
- Explain who or what may have caused the problem.
- How did you inform the landlord about the problem?

Describe in Detail:

Attach more sheets if necessary.

When did you first tell the landlord about the maintenance problems?

		/			/				
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dd/mm/yyyy

Work Sheet

Task 1: Complete the Tenant Application about Maintenance FORM T6 provided.

Complete Part 1 using the following information:

- Address of the Rental Unit: Your address
- Tenant Names and Addresses: Your name and address
- Landlord's Name and Address: Your Instructor's name and the address of the learning centre
- You moved into the rental unit on January 1, 2024 and you still live in the rental unit
- There are no related applications

Complete Part 2 using the following information:

- The bathroom sink has been leaking since you moved in.
- Water drips constantly, even when the faucet is turned off.
- You have talked to the landlord to see if this can be repaired.
- You have called and emailed several times over the last few months.
- There is mold growing on the bathroom floor and the wall underneath the sink.
- You have been taking pictures of the damage.
- You are concerned about the water damage and the mold.
- Mold can cause health problems and damage belongings.

Answer: No written response required here.

Task completed: Yes:

Answers

Answers will vary. Part 2 should include a description of the problem and damage to the apartment.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	Writes texts to explain and describe			
	Begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	Uses limited range of vocabulary and punctuation appropriate to the task			
	Begins to select words and tone appropriate to the task			
	Begins to organize writing to communicate effectively			
B3.2a	uses layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and how to enter the information			

Task Title: FillingOutTenantMaintenanceRequestForm_I_B2.2_B3.2a

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	makes entries using a limited range of vocabulary			
	follows instructions on documents			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
