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|  | ONTARIO | EVICTION |
|  | Superior Court of Justice | File No: |       |
| EVICTION INFORMATION REQUIREMENTS FORM |
| RE: | [ ]  | Landlord and Tenant Board Order | File No: |       |  | [ ]  | Court order/judgment | Court File No: |       |
|  |  | (Writ of Possession) |  |
| **Failure to provide the information requested within this form may cause a delay in the execution of the order due to possible safety risk to the Enforcement Officer(s) and others, which must be assessed prior to conducting any enforcement activities.** |
|  |
| **EVICTION ADDRESS DETAILS** |
| Eviction address: |       |
| Municipal address: |       |
| Major intersection(s) closest to the eviction address: |       |
| Are the premises a:  | [ ]  | Single Family Home | [ ]  | Rooming House | [ ]  | Apartment or Condominium Building | [ ]  | Mobile Home/Trailer |
| Premises entrance is by: | [ ]  | Main/front door | [ ]  | Side door | [ ]  | Back door |  |
| Are the premises located within a Mobile Home Park or a Land Lease Community? | [ ]  | Yes | [ ]  | No |
| If yes, the mobile home or trailer located on the premises belongs to: | [ ]  | Landlord | [ ]  | Tenant |
| **REQUESTOR DETAILS** |
| [ ]  | Landlord | [ ]  | Mortgagee | [ ]  | Lawyer | [ ]  | Agent | [ ]  | Other (describe): |       |
| Name: |       |
| Address: |       |
| City: |       | Postal Code: |       | Telephone No. |       | Fax No. |       |
| Email:  |       |
|  |
| Please provide the name and telephone number of a person to be contacted for the purpose of scheduling the eviction:[ ]  Same as above; or |
|       |       |  |       |
| (name of person to be contacted) | (email address) |  | (telephone number) |
| Where premises are located in an apartment building, an on-site superintendent’s name and phone number **mus**t be provided. |
| Is there a superintendent at the premises? | [ ]  | Yes | [ ]  | No |
| Does the superintendent have keys to enter the premises? | [ ]  | Yes | [ ]  | No |
| If superintendent does not have keys, will locksmith be provided? | [ ]  | Yes | [ ]  | No |
| Superintendent’s name is: |       | Telephone No. |       |
|  |
| **MORTGAGOR/OCCUPANT/TENANT INFORMATION** |
| Number of persons living on the premises: |       | Number of children living on the premises: |       |
| Are any of the tenants/occupants elderly? | [ ]  | Yes | [ ]  | No | Are any children infants? | [ ]  | Yes | [ ]  | No |
| Are there any pets in these premises and building? | [ ]  | Yes | [ ]  | No |
| Type and number of pet(s)? | [ ]  | Birds(s): |       |  | [ ]  | Cat(s): |       |  |
| [ ]  | Dog(s): |       |  | [ ]  | Other (describe) |       |
| Size of pet(s)? | [ ]  | Small | [ ]  | Medium | [ ]  | Large |
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| Have you received any information or do you suspect that the Enforcement Officer(s) may encounter any potentially unlawful activity such as violent behaviour, illegal drugs, etc., while enforcing this order at the premises or in the building? | [ ]  | Yes | [ ]  | No |
| Have the police ever been called because of disputes between the occupant/tenants and the landlord/mortgagee in the past? | [ ]  | Yes | [ ]  | No |
| Are you aware of any other problems on the premises e.g. quarantine issues, family crisis issues, severe illness, hoarding of possessions etc.?  | [ ]  | Yes | [ ]  | No |
| Are there any accessibility/mobility concerns relating to the occupant/tenants that you are aware of? | [ ]  | Yes | [ ]  | No |
| Was this a bilingual or French proceeding? | [ ]  | Yes | [ ]  | No |
|  |
| Provide complete details of any “Yes” answers below or if required, on a separate page. |
|       |
|  |
| **This section only pertains to Writs of Possession under a Mortgage Action:** |
| Please mark the checkbox beside the sentence that best describes the occupancy status of this property |
| [ ]  | The mortgagors occupy this property | [ ]  | Tenants of the mortgagor occupy this property |
| [ ]  | The property is occupied by both the mortgagor and their tenants |
| If there are rental units on this property, please identify how many, and provide details about their whereabouts, if known: |
|       |
| I am the Lawyer/Agent for the Plaintiff(s) in this action and I and my clients are aware of the amendments to the *Mortgages Act* 1990 (Bill 40), as they pertain to tenants on mortgaged premises and we hereby instruct you to proceed with the execution of the Writ of Possession issued in this action. |
|  |
| (Signature of Solicitor/Agent for the Plaintiff) |  |
|  |
| **FEES** |  | **NAME AND TELEPHONE NUMBER OF PERSON COMPLETING THIS FORM** |
| All cheques are payable to the Minister of Finance |  | You may be contacted in the event that the enforcement office has any questions about the information provided within this form. |
| Filing Fee: | $75.00 |  | [ ]  | Same as requestor |
| Enforcement Fee: | $240.00 | Name: |       |
| Travel Allowance: | $       | Telephone No.: |       |
| $0.30/kilometre Southern Ontario, or; |  |  |
| $0.305 kilometre Northern Ontario, for distance from enforcement office to eviction address and return. |
|  | (Signature of person completing this form) |
| Miscellaneous disbursements: | $  |  |
| Total: | $  | Date: |       |  |
| **Note:** |
| 1. | Pets left on the premises are the landlord’s/mortgagee’s responsibility and; |
| 2. | The landlord/agent or mortgagee/agent must be present in order to accept vacant possession of the premises. If the landlord/agent is not present, the Enforcement Officer(s) cannot execute the order. In the event the landlord/agent fails to attend on the date and at the time scheduled and later contacts the Enforcement Office to ask for execution of the order, an enforcement fee and appropriate mileage expenses must again be paid before the Enforcement Officer(s) can take steps to enforce the order. |