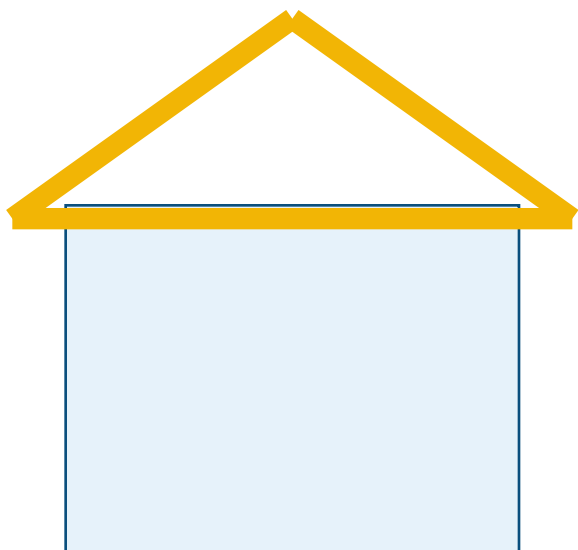


Walkthrough - Stay housed, stay safe, be heard



Your home



Your rights

This tool builds letters and form outlines in your browser only.

No account, no upload, no database, no log on our server.

Step guide: 1. Safety - 2. Paper - 3. Goal - 4. Draft - 5. Pack and file.

Start: pick your situation, or go straight to Letters and Forms.

Use initials if that is safer. Skip any question. Print only if safe.

If you are in immediate danger, call 911. For crisis support, call 988 or 211.

Step by step - from paper to pack

Cover and caption	
Main draft letter	
Timeline	
Evidence list	
Service log	
Hearing prep	
Filing checklist	
Signature and certificate	

File-Ready Pack

Download as HTML,
open it, print to PDF.

Then transfer it into
the current official form
on filing day.

- 1. Build a letter in Letters and Forms, with dates and facts.
 - 2. Build a timeline, evidence log, and service log in Advocate Utilities.
 - 3. Open File-Ready Pack, press Generate Pack, then Download as HTML.
 - 4. Check every date, name, amount, and address before you file.
 - 5. Transfer the draft into the official LTB, HRT0, or court form, fresh that day.
- Honest limit: the pack is a draft, not an official form, and must not be filed as one.

Timeline, deadlines, and filing checklist



Write dates, not adjectives: On May 3 I emailed about no heat.

On May 10 I called 311. No repair by May 24.

Deadline calculator: pick a start date and days, and check the result against the wording on your own notice or order. If a deadline is close, get help the same day. Do not assume a weekend adds time.

Filing checklist:

- ☐ Official form downloaded fresh on filing day, draft transferred into it
- ☐ Every date, name, amount, and address checked
- ☐ Copies for the tribunal, each respondent, and yourself
- ☐ Proof of service kept (email header, portal confirmation, mail receipt)
- ☐ Fee, or fee waiver request, enclosed where required
- ☐ Accommodation or interpreter request made in writing, if needed
- ☐ Safety-sensitive details removed, unless a lawyer advised filing them

Municipal legal contacts: see the Municipal Legal panel in the tool.

Ottawa is verified via a published inquiries contact. Other cities use the Clerk route. Verify the holder and address on the municipal site on the day you send a letter. A municipal legal department represents the city, not you. For your own legal help, use Legal Aid Ontario or a community legal clinic.