

The Tribunal administratif du logement in 12 steps

But first a warning:

The document we are providing you is not an official form.

Although we try our best to provide you with the most relevant and exact information as possible, we cannot guaranty that all the information offered here is complete, free of errors, up-to-date or adapted to your situation.

This document was prepared by the Centre de justice de proximité Grand Montréal ("CJPGM") to assist you in your undertakings. If you require additional legal information, feel free to contact your region's CJP: www.justicedeproximite.qc.ca/en/

Please note that the lawyers at the CJPGM will not under any circumstances:

•Verify, validate or review any of your documents;

•Provide any legal advice, whether regarding your chances of success, the strategy you should adopt, or any other aspects related to your file.

The TAL in 12 steps

INFORM YOURSELF OF YOUR RIGHTS



1

Free with the TAL ([online or by email](#)) or the [CJP](#)

Read [cases similar to your situation](#)

Do your own [legal research](#)

Click the [underlined text](#) for additional resources

2



TRY SETTLING AND AVOID GOING TO COURT

SEND A **DEMAND LETTER** OR A **FORMAL NOTICE**,



3

- [Detailed instructions](#) on the letter
- Respect the delays mentioned in the formal notice
- [Example letters](#) by subject matter

4

CHOOSE THE RIGHT FORM TO OPEN YOUR APPLICATION WITH THE TAL

Tenants usually use [this application](#)

5

COMPLETE THE APPLICATION

« [Object of the Application](#) »



« [Grounds of the Application](#) »

The TAL in 12 steps

6



TIPS FOR WHEN YOU FILE YOUR APPLICATION

[Delays to be heard](#)

[How to identify the defendants](#)

[Who can or must sign the application](#)

7

FILE THE APPLICATION AND PAY THE FEES

- [Online](#) (the website is in French)
- [In person](#)



8

SEND A COPY OF THE APPLICATION TO THE DEFENDANT, ALONG WITH A COPY OF YOUR EVIDENCE (WHAT IS IT?)



This is called "[notification](#)"
It is possible to send a "[list of exhibits](#)" rather than copies of your evidence

The TAL will close your file if you have not filed with them the proof of the notification and your list of exhibits (step 9) within 45 days of filing the application (step 7)



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FILE PROOF OF THE NOTIFICATION AND A LIST OF EXHIBITS WITH THE TAL



[Online](#) or [in person](#)

The TAL in 12 steps

TRY TO NEGOTIATE A SETTLEMENT WITH THE
HELP OF THE TAL ("CONCILIATION")



10

PREPARE A CHECKLIST FOR YOUR
TESTIMONY AND ORGANIZE YOUR
DOCUMENTS AND WITNESSES FOR THE TRIAL



11

YOUR TRIAL DATE

The TAL's instructions



12

All the best in your proceedings !



CENTRE DE JUSTICE
DE PROXIMITÉ
Grand Montréal