

Your personal information is collected under section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of administering the *Residential Tenancy Act* and *Manufactured Home Park Tenancy Act*. If you have any questions regarding the collection of your personal information, please contact an information officer by calling 604-660-1020 in Greater Vancouver; 250-387-1602 in Victoria; or 1-800-665-8779 elsewhere in B.C.

File No.

APPLICANT:

last name first and middle name(s)

CURRENT ADDRESS:

unit/site # street # and street name city province postal code

daytime phone number other phone number

HOUSEHOLD SIZE:

State the total number of people living at your address. The total must include all people who are related, as well as people who are not related (see page 2).

HOUSEHOLD INCOME:

State the total income, before deductions, from all sources for everyone living at your address: \$

PROOF OF INCOME:

Please tick the box(es) and attach copies of the documents that you are providing with this application form:

- Income Assistance statement Employment Insurance Benefits statement Pension statement(s)
- Recent pay stub(s) from employer(s) Bank statement for 2 most recent months Scholarship statement(s)
- Other:

Note: the Residential Tenancy Branch may ask for additional information or material

DECLARATION:

I understand that if I do not attend the hearing for any valid legal reason, and have not cancelled my application(s) at least three full business days before the hearing, I may be required to pay the waived filing fee.

I declare that the information I have provided above is true. I am aware that it is against the law to make a false declaration.

Applicant's Signature: _____ **Date:**
 day month year

OFFICE USE ONLY	
Low-income cut-off \$	<input type="text"/>
<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
Notes:	
Information officer _____	
Cashier transaction No. _____	
Cashier's initials _____	

FOR MORE INFORMATION

RTB website: www.gov.bc.ca/landlordtenant

Public Information Lines 1-800-665-8779 (toll-free) Greater Vancouver 604-660-1020 Victoria 250-387-1602

Fee Waivers

[s. 59(4) and 79(4) Residential Tenancy Act and s. 52(4) and 72(4) Manufactured Home Park Tenancy Act]

Tenants and landlords with little to no income may apply for dispute resolution without paying the filing fee. This is called a fee waiver.

The Residential Tenancy Branch (RTB) will determine whether a person qualifies for a fee waiver. Each application is considered on an individual basis.

The RTB *may* waive a filing fee for:

- Application for Dispute Resolution, or
- Application for Review of Decision or Order of an Arbitrator.

Applying for a fee waiver

To request a fee waiver, you must submit:

- an [Application to Waive Filing Fee](#) (form RTB-17)
- proof of income
- the application form being filed, such as your application for dispute resolution.

Income can be proved by providing a copy of your:

- Income Assistance statement. You may get this from the Ministry of Social Development after completing its Release of Information Form. Be sure to indicate you want your income information released.
- Employment Insurance benefits statement
- Pension statement(s)
- Recent pay stub(s) from employer(s) of everyone living in the household
- Two most recent bank statements.

The Residential Tenancy Branch will review your application, and may ask you questions or request more paperwork.

Eligibility based on low income

The Residential Tenancy Branch uses the Low Income Cut Off tables published by Statistics Canada to determine whether someone qualifies for a fee waiver.

Household size

The Low Income Cut Off tables take into account the number of people living in a household, and the size of their community.

The Residential Tenancy Branch considers a household to be the number of people living at the same address under the same tenancy agreement.

Declaration

The Application to Waive Filing Fee includes a declaration stating the information is true. The applicant must sign this declaration. It is against the law to make a false declaration.

Special notes

The Residential Tenancy Branch (RTB) may consider exceptional circumstances when deciding whether to waive your fee. You should be prepared to provide proof of your exceptional circumstance, and explain how it impacts your ability to pay the fee.

You may be required to pay a waived fee if:

- you do not take part in your hearing and do not have a valid legal reason for your absence; or
- you do not notify the RTB at least three full business days before the hearing that you will not be able to take part in your hearing.

For more information...

Office Locations:

Burnaby: 400 -5021 Kingsway

[Contact us](#) for office hours

Any [Service BC Office](#)

Public Information Lines:

1-800-665-8779 (Toll free)

Greater Vancouver: 604-660-1020

Victoria: 250-387-1602

Email: HSRTO@gov.bc.ca

Website: www.gov.bc.ca/landlordtenant