

Regarding service of the **attached** Notice to End Tenancy (check one):

10 Day Notice to End Tenancy for Unpaid Rent or Utilities (form RTB-30)

One Month Notice to End Tenancy (form RTB-33)

Two Month Notice to End Tenancy (form RTB-32)

Twelve Month Notice to End Tenancy (form RTB-31)

Note: Landlords who plan to complete an *Application for Dispute Resolution by Direct Request* (form RTB-12LDR) to obtain an Order of Possession and Monetary Order for Unpaid Rent or Utilities must confirm service of the *10 Day Notice to End Tenancy* (form RTB-30). Not every allowable method of service can be confirmed, for example, while ordinary mail is allowable, only registered mail can be easily confirmed.

Full name of landlord (when landlord's name is a business name, enter the full legal business name in the 'last name' box)

first and middle names

last name or the full legal business name

Landlord address: (current address for service of documents)

site/unit number

street number and street name

city

province

postal code

RENTAL UNIT ADDRESS: (as recorded on the tenancy agreement)

site/unit number

street number and street name

city

B.C. province

postal code

SERVICE OF NOTICE TO END TENANCY

The Notice was served at AM/PM on the day of , 20 to

Full name of person being served, as the name appears on the tenancy agreement:

Tenant address: (address where documents were served)

site/unit number

street number and street name

city

province

postal code

by (check all that apply):

- 1 Hand delivering a copy to the person
- 2 Mailing a copy to the tenant's residence or address for service of documents
Note: for Applications for Dispute Resolution by Direct Request, use Registered Mail not ordinary mail
- 3 Attaching a copy on the door or other conspicuous place (describe in *Special Details* below)
- 4 Leaving a copy with an adult who apparently lives with the tenant (describe in *Special Details* below)
- 5 Leaving a copy in the mail box or mail slot at the tenant's residence
- 6 Faxing a copy to the tenant's fax number provided for service
- 7 As ordered by the director of the Residential Tenancy Branch (attach copy of substituted service order)

SPECIAL DETAILS: (describing where the document was left for option 3 or who it was left with for option 4)

In the box below, please describe how you know the person is an adult and lives with the tenant or the conspicuous place where you attached the *Notice to End Tenancy* or why you sent it to a different address than the rental unit.

CONFIRMATION

Provide confirmation of service by providing *one* of the following:

Hand delivery receipt (to be completed by the person receiving the notice):

Name:

(Name of person receiving the notice)

On **Date:**

I received

(description of what was given to you)

from

(Name of person who gave you the notice)

If left with an adult who lives with the tenant, the person **must** confirm the following or a witness must confirm service: I am an adult I live with the tenant

Signature: _____

Registered Mail receipt showing date and time of purchase and printed tracking report on separate page

Witness statement:

On **Date:**

I observed

(Name of person serving notice)

give

(description of what was served)

to

(Name of person being served)

By: Leaving a copy with the tenant

Check one Attaching a copy to the door or other conspicuous place as described in Special Details, page 1

Leaving a copy with an adult who apparently lives with the tenant as described in Special Details, page 1

Leaving a copy in the mailbox or mail slot at the tenant's residence

Name:

(Name of witness) (Please print)

Date:

day month year

Signature: _____

Fax transmission report *attached*.

Provide separate confirmation that the fax number is the tenant's current address for service, such as recent communication with tenant indicating that they can receive documents at that number by fax.

SIGNATURE

I confirm I served the *Notice to End Tenancy* in the way described on Page 1.

Signature: _____

(Signature of person serving the notice)

Date:

day month year

Full name of person serving the notice, including, if applicable, company name

Address of person serving the document(s)

Same address as landlord (p. 1)

site/unit number

street number and street name

city

province

postal code

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.

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