



## Instructions for Amendment to an Application for Dispute Resolution

### IMPORTANT INFORMATION

An amendment may add to, alter or remove claims in the original application.

An amendment is not required to change an address for service; however, this form may be used for this purpose. Parties may change an address for service by notifying the Residential Tenancy Branch by phone, fax or email and by notifying the other party in writing.

An amendment may not be used to add another respondent. The applicant can make this request during the hearing.

All evidence to support the amendment must be submitted with this *Amendment to an Application for Dispute Resolution* (form RTB-42). **Submit the *Amendment to an Application for Dispute Resolution* (form RTB-42) as the first page of your amendment.**

A copy of this *Amendment to an Application for Dispute Resolution* and supporting evidence must be received by each respondent and the Residential Tenancy Branch as soon as possible and not less than 14 days before the scheduled hearing.

These documents must be served in the same manner as an Application for Dispute Resolution.

An *Amendment to an Application for Dispute Resolution* is not required in circumstances that can reasonably be anticipated, such as when the amount of rent owing has increased. In these cases, the application may be amended at the hearing.

The applicant must be prepared to provide proof of service of the *Amendment to an Application for Dispute Resolution* and supporting evidence on each respondent.

Submitting an *Amendment to an Application for Dispute Resolution* does not guarantee that an arbitrator will determine the issues.

#### **Submitting an Amendment to an Application for Dispute Resolution**

You can submit your *Amendment to an Application for Dispute Resolution* in person at any Service BC Centre or Residential Tenancy Branch office or by fax.

If submitting an *Amendment to an Application for Dispute Resolution* by fax, please send this form and all supporting evidence to the office noted below, based on your Residential Tenancy Branch file number. Make sure you include the file number on page 1 of this application.

If your 6-digit file number begins with '2', fax to 1-866-809-9942.

If your 6-digit file number begins with '5', fax to 1-866-207-8906.

If your 6-digit file number begins with '8', fax to 1-866-823-1026.