

FORM DIRECTIONS: If you are accessing this form from the B.C. Government website, it can be filled out at the computer workstation. It can also be printed and completed by hand. If completing sections by hand, please *print clearly, using dark ink*. If you are completing this form at a computer, simply type in your response in the boxes. If you cannot complete all the sections at the computer right away, you can print off what you have completed, and fill in the remaining fields by hand. It's important to note that you **cannot save** the completed form to your computer; therefore, after you complete the form, make sure you review the form for accuracy and print the number of copies you require **before** you leave the document or shut down the program/computer.

Note: This must be completed and faxed with supporting documentation to 1-866-341-7536 to continue with the Direct Request Proceeding.

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

last name or the full legal business name

first and middle names

Landlord or agent address: (current address for service of documents)

Phone Number

unit

street number

and

street name

city

province

postal code

area code

number

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

B.C.

site/unit number

street number and street name

city

province

postal code

DOCUMENTS SERVED: (check all that apply)

Notice of Direct Request Proceeding

Copy of all supporting documents

requesting an Order of Possession/Monetary Order.

The documents were served on at

day month year time

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

Tenant address: (current address for service of documents)

Phone Number

unit

street number

and

street name

city

province

postal code

area code

number

METHOD OF SERVICE: (check all that apply)

Hand delivering a copy to the person

By sending a copy by registered mail to the tenant's residence or address for service of documents

Attaching a copy on the door or other conspicuous place (describe in *Special Details* below)

Do not use this method of service if requesting a Monetary Order.

As ordered by the Director of the Residential Tenancy Branch (attach copy of substituted service order)

SPECIAL DETAILS:

In the box below, please describe the conspicuous place where you attached the documents.

CONFIRMATION

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

- Registered mail receipt** with clearly legible detailed information and **tracking report attached**

The tracking report is available through a Canada Post office or at their website, canadapost.ca

- Witness statement:**

On **Date:** I observed
day month year (Name of person serving notice)

give the stated documents

to by
(Name of person being served) (Description of how notice was served)

Name:
(Name of witness) (Please print)

Date:
day month year

Signature: _____

- Hand delivery receipt (to be completed by tenant):**

On I received
(Date & time) (description of what was given to you)

from
(Name of person who gave you the notice)

Name:
(Name of person receiving the notice)

Signature: _____

SIGNATURE

I confirm I served the documents in the way described on Page 1.

Signature: _____ **Date:**
(Signature of person serving the documents) day month year

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

Address of person serving the document(s)

Same address as landlord (p. 1)

Phone Number

unit street number and street name city province postal code area code number

I would like a copy of the decision and/or order faxed to:
area code fax number

I understand that I will receive the originals by mail for enforcement

The personal information recorded on this form is collected under the authority of s. 9 *Residential Tenancy Act* and s. 9 *Manufactured Home Park Tenancy Act* for the purpose of administering the Acts. The information may be disclosed to the public in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of this information may be directed to an Information Officer:

1-800-665-8779 (toll free) 604-660-1020 250-387-1602

FOR MORE INFORMATION

RTB website: www.rto.gov.bc.ca

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