

How to use this form:

- Paper forms must be submitted in person at a Service BC Centre that accepts Residential Tenancy Branch (RTB) forms or at the Burnaby RTB office.
- The online application is available 24/7 from any computer or mobile device: <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/help#applyonline>

Important information about your application:

- Your application will not be processed unless all required information is provided and legible and a \$100 filing fee has been received or waived.
- Required information includes key dispute information, at least one issue selected, at least one respondent with full name and service address provided, and a signature.
- The information you provide about the issue(s) you select must be supported by your evidence. When possible, please describe the specific events that gave rise to your application.
- **You must be able to serve documents to your landlord(s) or representative(s).** The applicant will receive a Notice of Dispute Resolution Proceeding package to serve all respondents and may be required to declare service by a deadline. The RTB may refuse to consider an application that is not served properly, and your filing fee will not be refunded.
- If you cannot serve documents using an approved method (like in person, registered mail), you can apply for substituted service to serve documents in a different way. It allows you to request permission to serve the documents using an alternate method. Complete and submit form #RTB-13 Application for Substituted Service with this application to serve using an alternate method.

Form Sections

Section 1: Key Dispute Information

Section 2: Respondent Information

Section 3: Common requests to Cancel Notices to End Tenancy

Section 4: Other issues

Section 5: General issues

Section 6: Other requests to Cancel

Notices to End Tenancy

Section 7: Declaration

SECTION 1: KEY DISPUTE INFORMATION

Is the tenant still living in the rental unit?

No (Do not use this form, use #RTB-12LT-PT)

Yes

What is being rented?

A home, suite, or apartment

A site in a manufactured home park

Does the tenant own the manufactured home? (if applicable)

No

Yes

Is this application in response to an active dispute file against you?				
No		Yes— Active File #:		
Was a security deposit provided to the landlord by the tenant?				
No		Yes— Amount \$:		
Was a pet damage deposit provided to the landlord by the tenant?				
No		Yes— Amount \$:		
Rental Unit or Site Address				
Site/Unit #	Street # and Name	City	Province	Postal Code
Primary Applicant: (The primary applicant is responsible for serving documents to all parties)				
The primary applicant is a(n):		Individual	Business	
First and Middle Names		Last Name		
Email Address (for RTB use only)		Phone Number (required)		
Tick here if email is preferred method of contact		Tick here if phone is preferred method of contact		
Site/Unit #	Street # and Name	City	Province	Postal Code
How does the primary applicant want to receive the Notice of Dispute Resolution Proceeding?				
By email (email address must be provided above and you must be able to print documents)				
Pick up at a Service BC Centre or the Burnaby RTB Office during business hours				
Secondary Applicant (if applicable)				
The secondary applicant is a(n):		Individual	Advocate or Assistant	Agent or Lawyer
First and Middle Names		Last Name		
Email Address (for RTB use only)		Phone Number		
Site/Unit #	Street # and Name	City	Province	Postal Code
Use form #RTB-26 Schedule of Parties to include additional parties and/or separate mailing addresses. Submit the completed form #RTB-26 with this application: https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/calculators-and-resources/tenancy-forms				
I am including a form #RTB-26 for additional parties and/or mailing addresses				

SECTION 2: RESPONDENT INFORMATION

First and Middle Names

Last Name

Business name (if a business):

Email Address (for RTB use only)

Phone Number

Site/Unit #

Street # and Name

City

Province

Postal Code

I am including a form #RTB-13 to request substituted service

Second Respondent Information

First and Middle Names

Last Name

Business name (if a business):

Email Address (for RTB use only)

Phone Number

Site/Unit #

Street # and Name

City

Province

Postal Code

I am including a form #RTB-26 for additional parties and/or mailing addresses

I am including a form #RTB-13 to request substituted service

SECTION 3: COMMON REQUESTS TO CANCEL NOTICES TO END TENANCY

I want to recover my \$100 filing fee for this application

I received a 10 Day Notice to End Tenancy for unpaid rent and/or utilities (RTB-30)

Date you received the Notice: (DD/MM/YYYY)

How did you receive the 10 Day Notice to End Tenancy?

In person

Posted on the door

In mailbox/slot

By Email

Other:

Please describe the reason(s) why the Notice to End Tenancy should be cancelled:

SECTION 3: COMMON REQUESTS TO CANCEL NOTICES TO END TENANCY (CONT.)

Are you filing your application after the five day dispute period indicated on the Notice to End Tenancy and requesting more time to file the application? (You must have a serious and compelling reason why your application is submitted late and be prepared to show why you are late)

Yes

No

Please describe why you are filing after the dispute period:

I received a One Month Notice to End Tenancy for Cause (RTB-33) (See section 6 for One Month Notice to End Tenancy for End of Employment)

Date you received the Notice: (DD/MM/YYYY)

How did you receive the One Month Notice to End Tenancy?

In person

Posted on the door

In mailbox/slot

By Email

Other:

Describe the reason(s) why the Notice to End Tenancy should be cancelled:

Are you filing your application after the ten day dispute period indicated on the Notice to End Tenancy and requesting more time to file the application? (You must have a serious and compelling reason why your application is submitted late and be prepared to show why you are late)

Yes

No

Please describe why you are filing after the dispute period:

SECTION 3: COMMON REQUESTS TO CANCEL NOTICES TO END TENANCY (CONT.)

I received a

Three Month Notice to End Tenancy for Purchaser's Use of the Property (RTB-32P)

Three Month Notice to End Tenancy for Landlord's Use of the Property (RTB-32L)

Four Month Notice to End Tenancy to Convert the Rental Unit for Caretaker Use (RTB-29C) (see section 6 for Four Month Notice to End Tenancy for demolition or other conversions of rental unit)

Date you received the Notice: (DD/MM/YYYY)

Notice ID:

How did you receive the Notice to End Tenancy?

In person

Posted on the door

In mailbox/slot

By Email

Other:

Describe the reason(s) why the Notice to End Tenancy should be cancelled:

Are you filing your application after the dispute period indicated on the Notice to End Tenancy and requesting more time to file the application? (You must have a serious and compelling reason why your application is submitted late and be prepared to show why you are late)

Yes

No

Please describe why you are filing after the dispute period:

SECTION 4: OTHER ISSUES (select all that apply)

I want to recover my \$100 fee for filing this application.

I want the landlord to comply with the Act, Regulations or tenancy agreement

Describe what you want the landlord to comply with and how they are not currently in compliance:

I want compensation from the landlord for monetary loss under the Act, Regulations, or tenancy agreement. Total amount you are \$
seeking:

Provide a complete list of the items you are requesting compensation for. Include a completed Monetary Order Worksheet:

SECTION 4: OTHER ISSUES (CONT.)

I want to reduce rent for repairs, services, or facilities agreed upon but not provided.

Monthly rent reduction \$
you are seeking:

Describe which repairs your landlord has not completed or which services or facilities your landlord is not providing. Describe why you want a rent reduction:

I want the landlord to make repairs that I requested in writing.

Describe what repairs you want the landlord to make and how you requested the repairs in writing:

I want to suspend or set conditions on the landlord's right to enter the rental unit or site.

Describe why you want to suspend or set conditions on the landlord's right to enter the unit or site:

I want the landlord to provide services or facilities required by the Act, Regulations, or tenancy agreement.

Please describe which services or facilities your landlord is not providing:

SECTION 5: GENERAL ISSUES

I want the landlord to allow access to the rental unit or site for me and/or my guest(s)

I want my personal property returned

I want authorization to change the locks to the rental unit

I want to assign or sublet and the landlord has withheld their permission unreasonably

Describe why you are requesting the issue(s) selected above. Please describe what happened:

I want to be repaid for the cost of emergency repairs I paid for Total amount you \$
are seeking:

Describe the emergency repairs that you made or paid for and how you advised your landlord that emergency repairs were needed. Include a Monetary Order Worksheet listing the expenses:

I want to dispute a rent increase that doesn't comply with the
Act or tenancy agreement:

Standard Rent Increase
Additional Rent Increase

Amount of rent increase: \$

Describe why the rent increase doesn't comply with the Act or tenancy agreement

I want to add another issue that is not listed in this form and I am including a **form #RTB-12T-O**.

SECTION 6: OTHER REQUESTS TO CANCEL NOTICES TO END TENANCY

I am requesting to cancel the following Notice(s) to End Tenancy:

One Month Notice to End Tenancy for End of Employment (RTB-33)

Four Month Notice to End Tenancy for Landlord's Use (RTB-32L)

Two Month Notice to End Tenancy because tenant doesn't qualify for subsidized unit (RTB-32Q)

Four Month Notice to End Tenancy for demolition or conversion of rental unit (RTB-29)

12 Month Notice to End Tenancy for conversion of a Manufactured Home Park (RTB-31)

Date you received the Notice: (DD/MM/YYYY)

How did you receive the Notice to End Tenancy?

In person

Posted on the door

In mailbox/slot

By Email

Other:

Describe the reason(s) why the Notice to End Tenancy should be cancelled:

Are you filing your application after the dispute period indicated on the Notice to End Tenancy and requesting more time to file the application? (You must have a serious and compelling reason why your application is submitted late and be prepared to show why you are late)

Yes

No

If you are disputing more than one Notice to End Tenancy, for which Notice(s) are you requesting more time?

Please describe why you are filing after the dispute period:

SECTION 7: DECLARATION

By signing below, I certify that:

- I am the primary applicant or an agent of the primary applicant and all information provided in this application is true, correct, and complete to the best of my knowledge.
- I understand it is a legal offense to provide false or misleading information and evidence to the Residential Tenancy Branch.
- By signing this application, I have the authority to act on behalf of the applicant(s) as the primary applicant for this dispute and I will share all communication about this dispute with the other applicant(s) if more than one applicant is listed on this form.
- I authorize the Residential Tenancy Branch to enter this information on my behalf.

Date (DD/MM/YYYY)	Name of primary applicant (print)	Signature of primary applicant
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Residential Tenancy Branch Contact Information

Email: HSRTO@gov.bc.ca **Note: Evidence cannot be submitted by email.**

Website: www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies

Information Line: 1-800-665-8779 (toll free)

In Person: **Lower Mainland:** 400-5021 Kingsway, Burnaby, BC V5H 4A5
Outside Lower Mainland: Visit Service BC Offices: www.servicebc.gov.bc.ca