

How to use this form:

- Paper forms must be submitted in person at a Service BC Centre that accepts RTB forms or the Burnaby Residential Tenancy Branch 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/solving-problems/tenancy-dispute-resolution/participatory-process/complete-and-file-application#online>
- This application requires a \$100 filing fee

Important information about your application:

- Your application will not be processed unless all required information is provided and legible and the \$100 filing fee has been received.
- Required information includes:
 - o Key Dispute Information
 - o At least one issue selected
 - o At least one respondent with full name
 - o Signature

IMPORTANT: You must be able to serve documents to each responded in a method allowed by [BC tenancy Laws](#).

- **You must be able to serve documents to the 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 within a service deadline. An arbitrator may refuse to consider an application that is not served properly, and your filing fee will not be refunded.
- If you cannot serve documents in person, do not have the service address of each tenant or do not have a written agreement with the tenant to serve documents by email, you can apply for substituted service to serve documents in a different way. It allows you to indicate the alternate way you want to serve the documents with proof the respondent(s) would receive them. Complete and submit form RTB-13 with this application.

Form Sections

Section 1: Key Dispute Information
 Section 2: Second Applicant Information
 Section 3: Respondent Information
 Section 4: Tenant Issues (Common Requests to Cancel Notices to End a Tenancy)

Section 5: Other issues
 Section 6: Other Notices to End Tenancy that the Tenant is Requesting to Cancel
 Section 7: General Issues
 Section 8: Signature

Section 1: Key Dispute Information

Is the tenant still living in the rental unit?

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

Yes

What is being rented?

A home, suite, or apartment

A site in a manufactured home park

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. If you have any questions regarding the collection of your personal information, please call 604-660-1020 in Greater Vancouver; 250-387-1602 in Victoria; or 1-800-665-8779 elsewhere in B.C.

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/Site Address:				
site/unit #	street # and name	city	province	postal code
Primary Applicant Contact: (This main contact is responsible for serving documents on all parties. The Residential Tenancy Branch will contact this person about this dispute file)				
first and middle name (or business name)		last name		
email address (strongly recommended. For RTB use only.)		contact phone number (required)		
Tick here if email is the preferred method of contact		Tick here if phone is the 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 package? 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 Residential Tenancy Branch Office during business hours				
Section 2: Second Applicant Contact (if applicable)				
The second applicant contact is an:				
Individual		Advocate or Assistant		Agent or lawyer
first and middle name		last name		
email address (for RTB use only)		contact phone number		
site/unit #	street # and name	city	province	postal code

Use form #RTB-26 Schedule of Parties to include additional parties and/or a separate mailing address. Submit with this application <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/forms>

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

Section 3: Respondent Information (Full legal names for all respondents are required)
First Respondent: What contact information do you have for this respondent?

first and middle name		last name		
business name (if a business)				
site/unit #	street # and name	city	province	postal code
email address		contact phone number		
I am including form RTB 13 for Substituted Service				

Second Respondent: What contact information do you have for this respondent?

first and middle name		last name		
business name (if a business)				
email address		contact phone number		
site/unit #	street # and name	city	province	postal code

Use form #RTB-26 Schedule of Parties to include additional parties and/or a separate mailing address. Submit with this application www.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/calculators-and-resources/tenancy-forms

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

I am including form RTB 13 for Substituted Service

Section 4: Tenant Issues: (select all that apply) Common Requests to Cancel Notices to End a 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

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

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

In person Posted on door In mail slot/box Registered mail Email Other_____

Please describe the reason(s) you are disputing the 10 Day Notice to End Tenancy:

I received a Two Month Notice to End Tenancy for Landlord's Use of Property

(See section 5 for Two Month Notice to End Tenancy for a tenant who doesn't qualify for subsidized housing)

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

How did you receive the Two Month Notice to End Tenancy for Landlord's Use of Property?

In person

Posted on door

In mail box/slot

Registered mail

Email

Other_____

Please describe the reason(s) you are disputing this Two Month Notice to End Tenancy:

Are you filing your application after the fifteen day dispute period indicated on the notice 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 an arbitrator why you are late)

Yes

No

Please describe why you are filing after the dispute period:

Section 5: 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

Please describe what you want the landlord to comply with and why:

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:

I want the Landlord to make repairs, that I requested in writing

Please describe what you want repaired and include a copy of the written request to the landlord:

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

Monthly rent reduction \$
you are seeking:

Please describe which services or facilities are not being provided and why you want a rent reduction:

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

Please describe why you want to suspend or set conditions on the Landlord's right to enter the rental unit and why this is reasonable:

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

Please describe which services or facilities you want your landlord to provide:

Section 6: Other Notices to End Tenancy that I am Requesting to Cancel:

One Month Notice to End Tenancy for End of Employment

Two Month Notice to End Tenancy because the tenant doesn't qualify for subsidized rental unit

Four Month Notice to End Tenancy for demolition or conversion of rental unit 12 Month Notice

to End Tenancy for conversion of Manufactured Home Park

On what date was the Notice to End Tenancy received? (DD/MM/YYYY)

How was the Notice to End Tenancy received?

In person

Posted on door

In mail slot/box

Registered mail

Email

Other _____

Please describe why you are disputing the notice selected above:

Are you filing your application after the dispute period indicated on the notice 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 an arbitrator why you are late)

Yes

No

If you are disputing more than one notice(s), for which notice are you requesting more time?

Please describe why you are filing after the dispute period:

Section 7: 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 be allowed to assign or sublet and the Landlord's permission has been unreasonably withheld

Please describe why you are requesting the issue(s) selected above:

Seeking Compensation Issues:

I want to be repaid for the cost of emergency
repairs I paid for

Amount you are seeking: \$

Please describe how you advised your landlord of the emergency repairs and include a Monetary Order Worksheet listing the expenses incurred:

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

Standard Rent Increase

Additional Rent Increase for Capital
Expenditures

Amount of rent increase: \$

Please describe why the rent increase doesn't comply with the Act:

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

Section 8: Declaration: By signing below, I certify that:

- I am the primary applicant or an authorized agent of the primary applicant.
- All information that is being 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 that 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.

DD/MM/YYYY

full name of primary applicant (print)

signature of primary applicant

Residential Tenancy Branch Contact Information:

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

Website: www.gov.bc.ca/landlordtenant

Phone: (604) 660-1020 in Greater Vancouver; (250) 387-1602 in Victoria, 1-800-665-8779
DO NOT CALL THIS NUMBER FOR YOUR HEARING

In Person: **Lower Mainland**

400 - 5021 Kingsway
Burnaby, BC, V5H 4A5

Outside of Lower Mainland

Visit one of our many Service BC Offices, listed at www.servicebc.gov.bc.ca