

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/direct-request-process#apply>
- This application requires a \$100 filing fee.

Important information about your application:

- If you are not seeking resolution by the Direct Request Process in relation to a 10 Day Notice you served, or if the tenant no longer occupies the rental unit/site, **DO NOT** use this form
- Your application will not be processed unless all required information is provided and legible and the \$100 filing fee has been received, or a fee waiver application has been approved.
- Required information includes:
 - Key dispute information
 - At least one issue selected
 - At least one respondent with full name and service address provided
- **You must submit the following evidence with your application:**
 - A copy of the 10 Day Notice to End Tenancy (#RTB-30) served to the tenant
 - A copy of the Proof of Service Notice to End Tenancy and Written Demand to Pay Utilities (#RTB-34)
 - A copy of the Direct Request Worksheet (#RTB-46)
 - A copy of the tenancy agreement signed by all parties (RTB-1 including all addendums)
 - The signed tenancy agreement must specify the date on which rent is due. All pages of the tenancy agreement must be submitted. All dates, including dates of service of the 10 Day Notice to End Tenancy must be consistent on all documents submitted with this application.
- **If applicable, also include:**
 - Written demand letter to pay utilities when payment for utilities is required
 - A copy of the Proof of Service Notice to End Tenancy and Written Demand to Pay Utilities to prove service of the written demand to pay utilities (#RTB-34)
 - A copy of all Notices of Rent Increase since the tenancy began if rent has increased
 - A copy of any receipts for rent paid after the 10 Day Notice to End Tenancy form was issued

Form Sections

Section 1: Key Dispute Information
Section 2: Second Applicant Information
Section 3: Respondent Information

Section 4: Common Requests for Order(s) of Possession
Section 5: Other Landlord Issues
Section 6: Signature

Section 1: Key Dispute Information

Are you seeking resolution by Direct Request Process in relation to a 10 Day Notice you served?

No (Do **not** use this form, use #RTB12L-CT)

Yes

Is the tenant still living in the rental unit?

No (Do **not** use this form, use #RTB12L-PT)

Yes

What was 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

Was a security deposit provided to the landlord by the tenant?

No

Yes

Amount \$:

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.

Was a pet damage deposit provided to the landlord by the tenant?				
No		Yes Amount \$:		
Rental Unit Address:				
site/unit #	street # and name	city	province	postal code
Primary Applicant: (This is the main contact responsible for serving documents on all parties. The Residential Tenancy Branch will contact this person about this dispute file)				
The primary applicant is a(n):		Individual Business		
business name (if a business)				
first and middle name		Last name		
email address (for RTB use only)		contact phone number		
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 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 Information: (if applicable)				
The second applicant is a(n):		Individual Business Agent or Lawyer Advocate or Assistant		
business name (if a business)				
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 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				
Section 3: Respondent Information				
first and middle name(s) (include business name if applicable)		last name(s)		



email address (for RTB use only)		contact phone number		
site/unit #	street # and name	city	province	postal code

Second Respondent Information: (if applicable)

first and middle name(s) (include business name if applicable)		last name(s)		
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

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

Section 4: Direct Request Claims

Ending tenancy and seeking an Order of Possession for the tenant to move out: (select all that apply)

- This application must include the required supporting documents for a Direct Request.
- You must complete the Direct Request Worksheet (RTB-46) providing details of rent or utilities owing, even if you are not requesting a monetary order.
- Do not give a copy of this Application to the Respondent(s) until the Residential Tenancy Branch accepts it and you have paid the application fee or obtained a fee waiver.

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

Reason the 10 Day Notice to End Tenancy was served:

For rent only	For utilities only	For rent and utilities
Is the unpaid rent (and/or utilities) only from the specified period between March 18 to August 17, 2020 ?	Yes	No
If yes to above, did you issue a repayment plan to the tenant?	Yes	No

When was the 10 Day Notice to End Tenancy served?(DD/MM/YYYY)

How was the 10 Day Notice to End Tenancy served?

In person On the door In mail slot Registered mail Email Other:

Describe why you are requesting this claim:

Seeking a Monetary Order for Unpaid Rent or Utilities

Do not make claims other than unpaid rent, utilities, and the Direct Request filing fee, late fee, NSF charges, future rent losses, deposits, and repair costs may **not** be claimed through this process.

I want to recover the money for the unpaid rent and/or utilities in the amount of \$

My request for a monetary amount is for \$

Section 3: Declaration: By signing below, I certify that:

- I am the primary applicant or an authorized agent of the primary applicant and that 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 our Service BC Offices, at www.servicebc.gov.bc.ca