

How to use this form:

- Read the rules on amendments outlined in [Policy Guideline 23](#): Amending an Application for Dispute Resolution available on the Residential Tenancy Branch website.
- This paper form may be submitted through the [Dispute Access site](#), or in person at a Service BC Centre that accepts RTB forms or the Burnaby Residential Tenancy Branch office.
- **Important – You must separate the request for amendment from your evidence or it may not be considered. To upload this form to the Dispute Access site, select the option “I want to submit a paper request for amendment”.**
- Provide a copy of this completed form to every respondent by registered mail, in person or to an email address provided for service.
- This form must be served to all respondents as soon as possible and no later than 14 calendar days prior to your hearing.

Important information about your application:

- This form is used to add a related claim or alter claims in the original application. Unrelated claims may be dismissed, with or without leave to reapply.
- Use form #RTB-42O to change a party, remove an existing claim, or change service address
- An amendment **may not be** used to add another respondent. The applicant can make this request during the hearing.
- This form **cannot be** used to amend an Application by Direct Request.

Form Sections

Section 1: Key Dispute Information

Section 2: Amendment Information

Section 3: Declaration

Section 1: Key Dispute Information

Who is filing this dispute? (please select one)

I am a **tenant**, or I represent one

If a **landlord**, do **not** use this form (use #RTB-42L)

Residential Tenancy Branch file # (e.g., 123456789):

Rental unit/site address:

site/unit #	street # and name	city	province	postal code

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.

Section 2: Amendment Information

I want to change an existing monetary claim amount

I want compensation for my monetary loss or other money owed

New amount: \$

I want to be paid back for the cost of emergency repairs that I made during the tenancy

New amount: \$

I want to dispute a rent increase that is above the amount permitted by law

New amount: \$

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

New amount: \$

Describe why you want to amend your application. **Please attach a Monetary Order Worksheet.**

I want to add a new monetary claim

I want compensation for my monetary loss or other money owed

New amount: \$

I want to be paid back for the cost of emergency repairs that I made during the tenancy

New amount: \$

I want to dispute a rent increase that is above the amount allowed by law

New amount: \$

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

New amount: \$

I want part or all of my security deposit and/ or pet damage deposit back:

Amount Requested \$

Date forwarding address was served:

How address was provided to Landlord:

Describe why you want to amend your application. **Please attach a Monetary Order Worksheet.**

I want to dispute another Notice to End Tenancy that I was served and add it to my existing application for dispute resolution (select the Notice(s) that were served on you and you would like to

10 Day Notice to End Tenancy unpaid rent unpaid rent and/or utilities	Two Month Notice to End Tenancy (select reason) Landlord's Use of Property Tenant does not qualify for subsidized housing
One Month Notice to End Tenancy (select reason) Cause End of Employment	Four Month Notice to End Tenancy for Demolition, Renovation, Repair or Conversion of Rental Unit

12 Month Notice to End Tenancy (Manufactured Home Park Tenancies only)

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

How was the Notice to End Tenancy served? (Select one)	In person
Posted on the door	By registered mail
In mail slot/box	By email
	By regular mail
	By fax

I want to add one of the following issues to my application for dispute resolution: (The claim must be related to your previous application)

- I need the Landlord to make emergency repairs for health and safety reasons that I have requested
- I want repairs made to the unit, site or property that I have requested from the landlord in writing
- I want to obtain an Order of Possession of the rental unit or site
- I want access to the rental unit or site
- I want access to required services or facilities
- I want to suspend or set conditions for landlord access to the rental unit or site
- I want authorization to change the locks on the rental unit or site
- I want to assign or sublet and the Landlord's permission has been unreasonable withheld
- I want the landlord to comply with the Act, Regulation and/or tenancy agreement

Please describe why you would like to add claim(s) to your existing Application for Dispute Resolution.

I want to change dispute participants or dispute information and **I am including form #RTB-420**

Section 3: 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