

How to use this form:

- Read the rules on amendments outlined in Policy Guideline 23 available on the Residential Tenancy Branch website: <https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/residential-tenancies/policy-guidelines/gl23.pdf>
- 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 a 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 3: Declaration

Section 2: Amendment Information

SECTION 1: KEY DISPUTE INFORMATION

Who is filing this dispute? (please check one)

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

I am a landlord (**Do not use this form, use #RTB-42L**)

Dispute File Number (e.g., 123456789):

Rental Unit or 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 the Residential Tenancy Branch at 1-800-665-8779.

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 and/or pet damage deposit back Requested: \$ _____

Date you provided your forwarding address to the landlord:

How the forwarding address was provided to the landlord:

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

I want to add another Notice to End Tenancy to my existing application for dispute resolution

(select the Notice that you would like to add)

10 Day Notice to End Tenancy (select reason) Unpaid Rent Unpaid Rent and/or Utilities	Three Month Notice to End Tenancy (select reason) Purchaser Use of Property Landlord Personal Occupancy Notice ID (if applicable):
One Month Notice to End Tenancy (select reason) Cause End of Employment	Four Month Notice to End Tenancy (select reason) Demolition or Conversion of Rental Unit Caretaker, Manager or Superintendent Use Notice ID (if applicable):
Two Month Notice to End Tenancy	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 In mailbox/slot By Email Other:

Describe why you are disputing the Notice(s) to End Tenancy:

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

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 in writing
- I want to obtain an Order of Possession for 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 has unreasonably withheld permission
- 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 Application for Dispute Resolution.

I want to change dispute participants or dispute information and **I am including form #RTB-42O.**

SECTION 3: DECLARATION

By signing below, I certify that:

- I am the primary applicant or an authorized 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 RTB.
- 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