

Landlord's Direct Request Worksheet

File #: or Online reference #: #RTB-46

Full name of landlord: (if name is a business name, enter the full legal business name in the 'last name' box)

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first and middle name(s)

last name or the full legal business name

Dispute Address: (as recorded on the tenancy agreement)

			B.C.	
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site/unit number street number and street name

city

province postal code

Monthly Breakdown of Rent on the 10 Day Notice to End Tenancy

Month and date rent was due	Rent amount owing	Amount of partial payment(s) received	Date of partial payment(s)	Balance rent owed
example Jan. 1, 2023	example \$900	example \$300	example Jan. 1, 2023	example \$600
example Feb 1 2023	example \$900	example \$300	example Feb. 1 2023	example \$1200

Attach additional page(s), if necessary.

Amount listed for **unpaid rent** on the 10 Day Notice to End Tenancy

\$

Amount paid since the 10 Day Notice to End Tenancy was issued

\$

If any rent has been paid since issuing the 10 Day Notice, copies of rent receipts or other evidence of payment **should** be provided

If seeking a monetary order for unpaid rent/utilities, the amount cannot exceed the amount listed on the 10 Day Notice to End Tenancy minus the amount paid since 10 Day Notice to End Tenancy was issued

Breakdown of Utilities on the 10 Day Notice to End Tenancy

Date of written demand (attach copy)	Utility amount	Amount of partial payment(s) received	Date of partial payment(s)	Balance utilities owed
example Jan. 1, 2015	example \$153.66	example \$0	example N/A	example \$153.66

Attach additional page(s), if necessary.

Amount listed for **unpaid utilities** on the 10 Day Notice to End Tenancy

\$

Amount paid since the 10 Day Notice to End Tenancy was issued

\$

If any utilities have been paid since issuing the 10 Day Notice, copies of receipts or other evidence of payment **should** be provided

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* and *Manufactured Home Park Tenancy Act*. If you have any questions regarding the collection of your personal information, please contact an information officer by calling 604-660-1020 in Greater Vancouver; 250-387-1602 in Victoria; or 1-800-665-8779 elsewhere in B.C.

FOR MORE INFORMATION

RTB website: www.gov.bc.ca/landlordtenant

Public Information Lines 1-800-665-8779 (toll-free) Greater Vancouver 604-660-1020

Victoria 250-387-1602