

Regarding service of the attached  
Notice (check one):

- 10 Day Notice to End Tenancy for Unpaid Rent or Utilities (#RTB-30)
- One Month Notice to End Tenancy (#RTB-33)
- Two Months' Notice to End Tenancy (#RTB-32)
- Four Months' Notice to End tenancy (#RTB-29)
- Twelve Months' Notice to End Tenancy (#RTB-31)
- 30 Day Written Demand to Pay Utilities

**Note:** Landlords who plan to complete an Application for Dispute Resolution by Direct Request (#RTB-12L DR or online) to obtain an Order of Possession and/ or Monetary Order for Unpaid Rent or Utilities, must confirm service of the relevant Notice to End Tenancy. Not every allowable method of service can be confirmed, for example, while ordinary mail is allowable, only registered mail can be easily confirmed.

### Full Name of Landlord:

first and middle name(s)	last name or full legal business name
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### Landlord's Address: (Current address for service of documents)

site/unit #	street # and name	city	province	postal code
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### Rental Unit Address: (As recorded on the tenancy agreement)

site/unit #	street # and name	city	province	postal code
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### Service of Notice to End Tenancy or 30-Day Written Demand to Pay Utilities:

The Notice or written demand was served at:	time	AM or PM	DD/MM/YYYY
first and middle name of person being served	last name of person being served		

### Tenant's Address: (Address where documents were served)

site/unit #	street # and name	city	province	postal code
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### Served by:

<p>In person (describe in special details)</p> <p>Sending a copy by registered mail to the address at which the person resides</p> <p>Leaving a copy in a mailbox or mail slot at the address where the person resides</p> <p>Attaching a copy to the door or other conspicuous place where the person resides (describe in special details)</p> <p>By leaving a copy at the person's residence with an adult who apparently resides with the person</p> <p>By email or fax to a number provided as an address for service</p> <p>As ordered by the Director of the Residential Tenancy Branch (attach copy of Substituted Service Order)</p>
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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.

**Special Details:** (Describe how you served documents, who you delivered them to, and where they were left)**Confirmation:** (Provide confirmation of service by providing **one** of the following:**Hand delivery receipt (to be completed by the person receiving the notice):**

first and last name of person <b>receiving</b> the notice	signature of person <b>receiving</b> the notice
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On DD/MM/YYYY	I was given	description of what was given to you
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first and middle name(s) of person <b>giving</b> the notice	last name of person <b>giving</b> the notice
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**Registered Mail:** Attach receipt showing date and time of purchase and a printed tracking report**Witness Statement:** Provide details on who, what and when notice was served

DD/MM/YYYY	I observed	name of person serving notice
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Give	description of what was served	name of person being served
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By: (check one)

Leaving a copy with the tenant or with an adult who apparently lives with the tenant as described in special details.

Attaching a copy to the door or other conspicuous place as described in special details.

Leaving a copy in the mail box or mail slot at the tenant's residence.

DD/MM/YYYY	name of witness	witness signature
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**Email/Fax Details.** Provide proof that the email/fax number has been provided for the purposes of service. E.g. copy of RTB-51 or other written proof that the party has agreed the email/fax can be used to give/serve documents.**Signature:**

I confirm that I served the Notice in the way described above on:

DD/MM/YYYY	full name of person serving the notice	signature of person serving the notice
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Address of person serving the documents: (if different from landlords address on page 1)

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