

How to use this form:

- You can apply for a fee waiver online with your Application for Dispute Resolution.
- Paper applications must be submitted in person at a Service BC Centre that accepts RTB forms or the Burnaby Residential Tenancy Branch office.

Important information about this application:

- Applicants with limited income or who have unforeseen extraordinary expenses that would make paying the filing fee a hardship can apply to have the fee waived.
- Applicants must provide information to support the fee waiver, including:
 - **Household size:** The total number of residents and their family members or dependents living in this unit or dwelling.
 - **Monthly income:** Total recent monthly income before deductions of all household members.
 - **Proof of income:** Copies of documentation proving the monthly income for all household members.
 - **Extraordinary expenses:** Details of any extraordinary expenses within the past eight weeks and supporting evidence.
- Landlords or Tenants who have incurred extraordinary expenses within the past eight weeks that would make paying the filing fee a hardship may contact the Residential Tenancy Branch to inquire about this application. There must be evidence to support extraordinary expense(s).

Form Sections:

Section 1: Applicant Information

Section 2: Household and Income Information

Section 3: Declaration and Signature

Why are you applying for a fee waiver? (select one)

Extraordinary expenses

Limited income

Section 1: Applicant Information

first and middle name(s)		last name(s)		
email address (recommended)			contact phone number	
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: Household and Income Information (as a landlord you must include your rental income in the section)

	What is the total number of tenants/occupants and their family members or dependents living in the unit or dwelling?
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	What is the total monthly income before deductions of all household members counted above?
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What is the size or population of the city, town or community where the address is located? (select one)			
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Rural	less than 30,000	30,000-499,999	Over 500,000
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Income Information: (please select the documents you are providing with this application)

Income Assistance Statement	Bank statements for two most recent months
Employment Insurance	Scholarship statement(s)
Pension Statement(s)	Proof of rental income (rent ledgers, rent receipts, bank statements)
Recent pay stub(s) from employer(s)	Other:

Provide details of your request:

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: Greater Vancouver: 604-660-1020 Victoria: 250-387-1602 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