

### 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 **landlord**, or I represent one

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

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 the tenant to pay for damage that they, their pets, or their guests caused during their tenancy

New amount: \$ \_\_\_\_\_

I want to recover money for unpaid rent

New amount: \$ \_\_\_\_\_

I want compensation for my monetary loss or other money owed

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 the tenant to pay for damage that they, their pets, or their guests caused during their tenancy

New amount: \$ \_\_\_\_\_

I want to recover money for unpaid rent

New amount: \$ \_\_\_\_\_

I want compensation for my monetary loss or other money owed

New amount: \$ \_\_\_\_\_

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 because the tenant doesn't qualify for subsidized housing	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 served the selected Notice(s) to End Tenancy:

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 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:	<a href="mailto:HSRTO@gov.bc.ca">HSRTO@gov.bc.ca</a> <b>Note: Evidence cannot be submitted by email.</b>
Website:	<a href="http://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies">www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies</a>
Information Line:	1-800-665-8779 (toll free)
In Person:	<b>Lower Mainland:</b> 400-5021 Kingsway, Burnaby, BC V5H 4A5 <b>Outside Lower Mainland:</b> Visit Service BC Offices: <a href="http://www.servicebc.gov.bc.ca">www.servicebc.gov.bc.ca</a>