

**How to use this form:**

- Read the rules on amendments outlined in [Policy Guideline 23](#): Amending an Application for Dispute Resolution available on the Residential Tenancy Branch website.
- 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 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 2: Amendment Information

Section 3: Declaration

**Section 1: Key Dispute Information**

Who is filing this dispute? (please check one)

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

If a **tenant**, do **not** use this form (use #RTB-42T)

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

Rental unit/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 604-660-1020 in Greater Vancouver; 250-387-1602 in Victoria; or 1-800-665-8779 elsewhere in B.C.

## 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 the money for the 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 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 the 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)**

<div>10 Day Notice to End Tenancy (select reason)</div> <div>Unpaid Rent</div> <div>Unpaid Rent and/or Utilities</div>	<div>Two Month Notice to End Tenancy (select reason)</div> <div>Landlord’s Use of Property</div> <div>Tenant doesn’t qualify for subsidized housing</div>
<div>One Month Notice to End Tenancy (select reason)</div> <div>Cause</div> <div>End of Employment</div>	<div>Four Month Notice to End Tenancy for Demolition, Renovation, Repair or Conversion of Rental Unit</div>

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)

<div>Posted on the door or other conspicuous place</div> <div>In mail slot/box</div>	<div>By registered mail</div> <div>By regular mail</div>	<div>In person</div> <div>By email</div> <div>By fax</div>
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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 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](mailto:HSRTO@gov.bc.ca) Note: Evidence cannot be submitted by email.

Website: [www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant)

Phone: (604) 660-1020 in Greater Vancouver; (250) 387-1602 in Victoria 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](http://www.servicebc.gov.bc.ca)