

How to use this form

- Paper forms must be submitted in person at a Service BC Centre that accepts RTB forms or the Burnaby Residential Tenancy Branch office.
- The online application is available 24/7 from any computer or mobile device: <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/solving-problems/tenancy-dispute-resolution/participatory-process/complete-and-file-application#online>
- This application requires a \$100 filing fee
- If the tenant poses an **immediate and severe** threat to the landlord, other occupants or the property, please use Landlord Application for Dispute Resolution – Expedited Hearing (#RTB12L-EXH)
- If you served your tenant a 10 Day Notice to End Tenancy you may be eligible for a Direct Request Hearing [click here](#) to learn more.

Important information about your application

- Your application will not be processed unless all required information is provided and legible and the \$100 filing fee has been received.
- Required information includes:
 - Key dispute Information
 - At least one issue selected
 - At least one respondent with full name and service address provided
 - Signature
- You must be able to serve documents to your tenant(s) or representative(s).** The applicant will receive a Notice of Dispute Resolution Proceeding Package to serve all respondents and may be required to declare service within a service deadline. An arbitrator may refuse to consider an application that is not served properly, and your filing fee will not be refunded.
- If you cannot serve documents in person, do not have the service address of each tenant or do not have a written agreement with the tenant to serve documents by email, you can apply for substituted service to serve documents in a different way. It allows you to indicate the alternate way you want to serve the documents with proof the respondent(s) would receive them. Complete and submit form RTB-13 with this application.

Form Sections

Section 1: Key Dispute Information

Section 2: Second Applicant Information

Section 3: Respondent Information

Section 4: Common Requests for Order(s) of Possession

Section 5: Other Landlord Issues

Section 6: Signature

Section 1: Key Dispute Information

Are you seeking resolution by the Direct Request Process in relation to a 10 Day Notice you served?

No

Yes (Do not use this form, use #RTB12L-DR)

Is the tenant still living in the rental unit?

No (**Do not use this form, use #RTB-12L-PT**)

Yes

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.

| | | | | |
|---|-------------------|---|----------|-------------|
| What was being rented? | | | | |
| A home, suite, or apartment | | A site in a manufactured home park | | |
| Does the tenant own the manufactured home? (if applicable) | | | | |
| No | | Yes | | |
| Is this application in response to an active dispute file against you? | | | | |
| No | | Yes (active file #:) | | |
| Was a security deposit provided to the landlord by the tenant? | | | | |
| No | | Yes | | Amount \$: |
| Was a pet damage deposit provided to the landlord by the tenant? | | | | |
| No | | Yes | | Amount \$: |
| Rental Unit Address: | | | | |
| site/unit # | street # and name | city | province | postal code |
| Primary Applicant: (This main contact responsible for serving documents on all parties. The Residential Tenancy Branch will contact this person about this dispute file) | | | | |
| The primary applicant is a(n): | | Individual Business | | |
| business name(if a business) | | | | |
| first and middle name(s) | | last name(s) | | |
| email address (strongly recommended. For RTB use only.) | | contact phone number (required) | | |
| Tick here if email is the preferred method of contact | | Tick here if phone is the preferred method of contact | | |
| site/unit # | street # and name | city | province | postal code |
| How does the primary applicant want to receive the Notice of Dispute Resolution Proceeding package? | | | | |
| By email (email address must be provided above, and you must be able to print documents) | | | | |
| Pick up at a Service BC Centre or the Burnaby Residential Tenancy Branch Office during business hours | | | | |
| Section 2: Second Applicant: (if applicable) | | | | |
| The second applicant is a(n): | | Individual Business Agent or lawyer | | |
| business name(if a business) | | | | |
| First and middle name(s) (or business name) | | Last name(s) | | |
| email address (for RTB use only) | | contact phone number | | |
| site/unit # | street # and name | city | province | postal code |

Use form #RTB-26 Schedule of Parties to include additional parties and/or a separate mailing address. Submit with this application <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/calculators-and-resources/tenancy-forms>

I am including form #RTB-26 for additional parties and/or mailing address

Section 3: Respondent Information

| | | | | |
|---|-------------------|----------------------|----------|-------------|
| first and middle name(s) (or business name) | | last name(s) | | |
| email address (for RTB use only) | | contact phone number | | |
| site/unit # | street # and name | city | province | postal code |

Second Respondent Information

| | | | | |
|---|-------------------|----------------------|----------|-------------|
| first and middle name(s) (or business name) | | last name(s) | | |
| email address (for RTB use only) | | contact phone number | | |
| site/unit # | street # and name | city | province | postal code |

Additional Parties and/or mailing address

Use form #RTB-26 Schedule of Parties to include additional parties and/or a separate mailing address.

I am including form #RTB-26 for additional parties and/or mailing address

Section 4: Common Requests for Order(s) of Possession (select all that apply)

I want to recover my \$100 filing fee for this application

I issued a 10 Day Notice to End tenancy for unpaid rent and/or utilities

Date you served the notice:(DD/MM/YYYY)

Effective move out date stated on the Notice: (DD/MM/YYYY)

| | | |
|--|-----|----|
| Did the 10 Day Notice to End Tenancy include unpaid utilities? (if yes, you must have already provided the tenant with a 30 day written demand letter) | Yes | No |
|--|-----|----|

| | | |
|---|-----|----|
| Is the unpaid rent (and/or utilities) only from the specified period between March 18 to August 17, 2020 ? | Yes | No |
|---|-----|----|

| | | |
|--|-----|----|
| If yes to above, did you issue a repayment plan to the tenant? | Yes | No |
|--|-----|----|

How was the 10 Day Notice to End Tenancy served?

| | | | | |
|-----------|--------------------|------------------|----------|------------|
| In person | Posted on the door | In mail box/slot | By email | Other_____ |
|-----------|--------------------|------------------|----------|------------|

Please describe the unpaid amounts:

Section 4: Common Requests for Order(s) of Possession (select all that apply)**I issued a One Month Notice to End Tenancy for Cause** (See section 5 for One Month Notice to End Tenancy for End of Employment)

Date you served the notice:(DD/MM/YYYY)

Effective move out date stated on the Notice: (DD/MM/YYYY)

How was the One Month Notice to End Tenancy served?

In person Posted on door In mail box/slot Registered mail By email Other_____

Please include description of case:

I issued a Two Month Notice to End Tenancy for Landlord's Use of Property

(See section 5 for Two Month Notice to End Tenancy: Tenant doesn't qualify for subsidized housing and Four Month Notice to End Tenancy for demolition or conversion of rental unit)

Date you served the notice:(DD/MM/YYYY)

Effective move out date stated on the Notice: (DD/MM/YYYY)

How was the Two Month Notice to End Tenancy served?

In person Posted on door In mail box/slot Registered mail By email Other_____

Please include description of landlord's use of property:

Monetary Issues: (select all that apply)

I want to recover my \$100 fee for filing this application

**I want to recover unpaid rent and/or utilities
from the tenant**

Total amount you are \$
seeking:

Please describe the unpaid amounts:

**I want compensation for damages to the unit,
site, or property**

Total amount you are \$
seeking:

Please describe the damages to the unit, site or property:

**I want compensation from the tenant for other
monetary losses under the Act, Regulations or
tenancy agreement**

Total amount you are \$
seeking:

Provide a complete list of the items you are requesting compensation for:

Do you want to hold the deposit(s) against
the amount owed?

Yes

No

5. Other landlord issues: Other Requests for Orders of Possession

I want to recover my \$100 fee for filing this application

I want an Order of Possession because:

A Mutual Agreement to End Tenancy was signed

The tenant has given a written Notice to End Tenancy

I want the tenant to vacate the property at the end of the fixed term tenancy

I served a One Month Notice to End Tenancy for End of Employment

I served a Two Month Notice to End Tenancy because the tenant doesn't qualify for subsidized rental unit

I served a Four Month Notice to End Tenancy for demolition or conversion of rental unit

I served a 12 Month Notice to End Tenancy for conversion of a Manufactured Home Park

On what date was the Notice to End Tenancy served? (DD/MM/YYYY)

How was the Notice to End Tenancy served? (if applicable)

In person

Posted on door

In mail slot/box

Registered mail

By email

Other _____

Please describe the claim(s) below:

I want to add another issue that is not listed in this application form and I am **including form #RTB 12L-0**

Section 6: Declaration: By signing below, I certify that:

- I am the primary applicant or an authorized agent of the primary applicant and that 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: (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 Service BC Offices www.servicebc.gov.bc.ca