



Proof of Service
Notice of Expedited Hearing
Dispute Resolution Proceeding #RTB- 9

Please indicate what kind of application you submitted originally:
Landlord Application to End the Tenancy Early
Tenant Application for an Order of Possession
Tenant Application for Emergency Repairs

Name and Address of Applicant(s): (full names are required)

Form with fields for first and middle name, last name or full legal business name, site/unit #, street # and name, city, province, postal code.

RTB File #

Rental Unit Address: (as recorded on the tenancy agreement)

Form with fields for site/unit #, street # and name, city, province, postal code.

Service of Dispute Resolution Proceeding:

The Notice was served at: time AM PM DD/MM/YYYY

Form with fields for first and middle name of person being served, last name of person being served.

Respondent Address: (Address where documents were served)

Form with fields for site/unit #, street # and name, city, province, postal code.

Served by: (check all that apply)

- Checkboxes for: In person, Registered mail, Leaving a copy at address, Attaching a copy to door, Emailing a copy, As ordered by Director.

Your personal information is collected under section 26 (a) and (c) of the Freedom of Information and Protection of Privacy Act...

**Special Details:** (Describe where the documents were left or who the documents were left with and how you know they are an adult for options 3 & 4, or the email address or fax number the document was sent to for option 5).

**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
DD/MM/YYYY I was given	description of what was given to you
first and middle name of person <b>giving</b> the notice	last name of person <b>giving</b> the notice

If left with an adult who lives at the address for service, the person must confirm the following; or a witness must confirm service

- I am an adult  
 I live in the address for service

- Registered Mail;** Attach receipt showing date and time of purchase and a printed tracking report  
 **Email:** Provide proof that the email address has been provided for the purposes of service (e.g copy of #RTB 51)  
 **Witness Statement:** Provide details on who, what and when notice was served

DD/MM/YYYY I observed	name of person serving notice
Give description of what was served	name of person being served

- By:  
(check one)
- Leaving a copy with the respondent  
 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 as described in Special Details

DD/MM/YYYY	name of witness	witness signature
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**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 applicant address on page 1)

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