



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

first and middle name of person being served (as it appears on the tenancy agreement) last name of person being served (as it appears on the tenancy agreement)

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)

- checkbox In person (hand delivering a copy to the respondent)
checkbox Sending a copy by registered mail to the address at which the person resides or carries on business as a landlord
checkbox Leaving a copy at the address where the person resides or with an adult who apparently resides where the person resides, or for the address where the person carries on business as a landlord (describe in special details below)
checkbox Attaching a copy to the door or other conspicuous place where the person resides or carries on business as a landlord (describe in special details below)
checkbox By emailing a copy to the email address provided by the respondent as an address for service (describe in special details below)
checkbox As ordered by the Director of the Residential Tenancy Branch (attach copy of Substituted Service Order)

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.

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 receiving the notice	signature of person receiving the notice
DD/MM/YYYY I was given	description of what was given to you
first and middle name of person giving the notice	last name of person giving 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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