

How to use this form:

The Residential Tenancy Branch Rules of Procedure state that a party to a dispute resolution hearing may request a copy of the audio recording of their hearing.

- If you are accessing this form from the B.C. Government website, it can be filled out at a personal computer, at a public computer workstation or it can be completed by hand.
- If completing sections by hand, please print clearly using dark ink. If you are completing this form at a computer, simply type in your response in the boxes. If you cannot complete all the sections at the computer right away, you can print off what you have completed, and fill in the remaining fields by hand.
- It's important to note that you cannot save the completed form to your computer
- After you complete the form, make sure you review the form for accuracy and print the number of copies you require before you close the document or shut down the program/computer.
- After completing this form please send to RTB by email to: HSRTO@gov.bc.ca
- Please use the subject line: Request for a Hearing Recording – RTB File #
- **Please note** – only completed forms will be accepted
- The RTB will review the form and send instructions by email

Important information about your application:

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.

Form Sections

Section 1: Requester Information

Section 3: Declaration

Section 2: Hearing Information

Section 1: Requester Information

Landlord (or authorized agent)		Tenant (or authorized agent)	
First name and middle name(s)		Last name	
Email Address (where recording will be sent):		Contact Phone number	
Site/ Unit #	Street # and name		
City	Province	Postal code	
Dispute Address:			
Site/ Unit #	Street # and name		
City	Province	Postal code	

Section 2: Hearing information

File Number:	Hearing Date(s):	Hearing time(s):
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Teleconference Access code:

- The RTB will use recordings for quality assurance and training purposes.
- Do NOT submit an audio recording of the hearing for an application for review considerations, corrections or clarifications.

Section 3: Declaration: By signing below, I certify that:

- I have the authority to request this recording
- All information that is being provided in this request for a recording is true, correct, and complete to the best of my knowledge
- A person who fails to comply with an order of the director or gives false or misleading information in a dispute resolution proceeding may be subject to an administrative monetary penalty.
- I understand that the purpose of making audio recordings available to parties and their authorized representatives is to help them better understand what transpired at the hearing, and make informed decisions if they are considering bringing a judicial review of an arbitrator's decision or order.
- I agree that I will only use the recording for these purposes unless otherwise authorized in writing by the director of the Residential Tenancy Branch and that I will comply with any order made by the director respecting access to the recording

Date (DD/MM/YYYY)

Full name of requester (print) or authorized agent:	Signature of requester or authorized agent
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RTB General Inquiries

Email: HSRTO@gov.bc.ca

Website: www.gov.bc.ca/landlordtenant Greater

Phone: Vancouver: 250-387-1602 Victoria:

250-387-1602

Toll Free: 1-800-665-8779

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