

Landlord: See instructions on completing this form on final page #RTB – 12-LDR *RTB use only:* This has been scheduled for a participatory hearing as a Landlord's Application for Dispute Resolution. This application is being made under the *Manufactured Home Park Tenancy Act* This application is being made under the *Residential Tenancy Act***DISPUTE ADDRESS:** Address of the rental unit or manufactured home site in the dispute

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="BC"/>	<input type="text"/>
unit/site #	street # and street name	city	province	postal code

If additional space is required to list all parties, use and attach the *Schedule of Parties* (form RTB-26)**LANDLORD(S) INFORMATION:** Applicant(s) - the person or business asking for dispute resolution

If entry is a business name, use 'last name' field box to enter the full legal business name

<input type="text"/>	<input type="text"/>
1st applicant first and middle name(s)	1st applicant last name or full legal business name

<input type="text"/>	<input type="text"/>
2nd applicant first and middle name(s)	2nd applicant last name

 RTB will send decision/orders by email if email address is provided.

provide one email address for primary applicant

Applicant Address: Address for service of documents or notices - where material will be given personally, left, faxed or mailed

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
unit/site #	street # and street name	city	province	postal code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> fax	<input type="checkbox"/> other
daytime phone	phone			

 Yes, I can receive my Notice of Dispute Resolution Proceeding Package by email and print copies for serving Yes, a *Schedule of Parties* (form RTB-26) is being used to add more Applicants to this application and is attached Yes, the Mailing Address is different from the Applicant Address, and is attached**TENANT(S) INFORMATION:** Respondent(s) - the other party to the dispute

<input type="text"/>	<input type="text"/>
1st respondent first and middle name(s)	1st respondent last name

<input type="text"/>	<input type="text"/>
2nd respondent first and middle name(s)	2nd respondent last name

Respondent Address: Address for service of documents or notices - where material will be given personally, left, faxed or mailed

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
unit/site #	street # and street name	city	province	postal code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> fax	<input type="checkbox"/> other
daytime phone	phone			

 Yes, a *Schedule of Parties* (form RTB-26) is being used to add more Respondents to this application and is attached Yes, the Mailing Address is different from the Respondent Address, and is attached**TO FILE THIS APPLICATION:**

Submit your application and a copy of your available evidence in-person to:

- Burnaby Residential Tenancy Branch: 400 – 5021 Kingsway or any Service BC Office

Do not give a copy of the Application to the Respondent(s) until the Residential Tenancy Branch accepts it and you pay the application fee or obtain a fee waiver.

*RTB use only – date stamp & initial*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* and *Manufactured Home Park 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.

Application for Dispute Resolution by Direct Request

DISPUTE INFORMATION:

Ending tenancy and seeking an Order of Possession for the tenant to move out:

I issued a 10 Day Notice to End Tenancy for Unpaid Rent or Utilities (form RTB-30) that was not paid in the required time

Reason the 10 Day Notice was served:

For rent only For utilities or rent and utilities

When was the 10 Day Notice to End Tenancy referred to in this application served?

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
day	month	year

How was it served?

Seeking a Monetary Order for unpaid rent or utilities:

I want to recover the money for the unpaid rent and/or utilities in the amount of

\$

The request for a Monetary Order is for the following amount:

\$

Recover filing fee:

Request for the cost of the filing fee to be recovered from the tenant

This application **must** include the required supporting documents for a Direct Request. See instructions for a list of required supporting documents.

You must complete the *Direct Request Worksheet* (form RTB-46) providing details of rent or utilities owing, even if you are not requesting a monetary order.

Do not give a copy of the Application to the Respondent(s) until the Residential Tenancy Branch accepts it and you have paid the application fee or obtained a fee waiver.

For applications with multiple applicants only, the primary applicant for this dispute is:

1st applicant 2nd applicant

For applications with multiple applicants only: I confirm by signing this application that I have the authority to act as the primary applicant for this dispute and that I will share all communication about this dispute with the other applicant(s).

Signature: _____

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
day	month	year

last name

first and middle name(s)

FOR MORE INFORMATION

RTB website: www.gov.bc.ca/landlordtenant

Public Information Lines 1-800-665-8779 (toll-free) Greater Vancouver 604-660-1020 Victoria 250-387-1602

File #: or Online reference #:

#RTB-46

Full name of landlord: (if name is a business name, enter the full legal business name in the 'last name' box)

first and middle name(s)

last name or the full legal business name

Dispute Address: (as recorded on the tenancy agreement)

B.C.

site/unit number street number and street name

city

province postal code

Monthly Breakdown of Rent on the 10 Day Notice to End Tenancy

Month and date rent was due	Rent amount owing	Amount of partial payment(s) received	Date of partial payment(s)	Balance rent owed
example Jan. 1, 2017	example \$900	example \$300	example Jan. 1, 201 5	example \$600

Attach additional page(s), if necessary.

Amount listed for **unpaid rent** on the 10 Day Notice to End Tenancy

\$

Amount paid since the 10 Day Notice to End Tenancy was issued

\$

If any rent has been paid since issuing the 10 Day Notice, copies of rent receipts or other evidence of payment **should** be provided

If seeking a monetary order for unpaid rent/utilities, the amount cannot exceed the amount listed on the 10 Day Notice to End Tenancy minus the amount paid since 10 Day Notice to End Tenancy was issued

Breakdown of Utilities on the 10 Day Notice to End Tenancy

Date of written demand (attach copy)	Utility amount	Amount of partial payment(s) received	Date of partial payment(s)	Balance utilities owed
example Jan. 1, 2017	example \$153.66	example \$0	example N/A	example \$153.66

Attach additional page(s), if necessary.

Amount listed for **unpaid utilities** on the 10 Day Notice to End Tenancy

\$

Amount paid since the 10 Day Notice to End Tenancy was issued

\$

If any utilities have been paid since issuing the 10 Day Notice, copies of receipts or other evidence of payment **should** be provided

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Residential Tenancy Branch

Office of Housing and Construction Standards

#RTB-46 (2017/09)

Instructions for Application for Dispute Resolution by Direct Request

IMPORTANT INFORMATION AND INSTRUCTIONS WHEN APPLYING FOR A DIRECT REQUEST using the *Application for Dispute Resolution by Direct Request* (form RTB-12LDR)

Note: landlords are not required to serve this page to tenants with the Application.

In order for your application to be considered for the Direct Request process, please note:

- If the tenant has applied to dispute the notice to end tenancy, you may not apply for a Direct Request.
- You may only apply for Direct Request once 5 days have passed since the date the *10 Day Notice to End Tenancy* (form RTB-30) is deemed received by the tenant.

Ensure you have included copies of the following required supporting documents

- A copy of the two-page *10 Day Notice to End Tenancy* (form RTB-30) served to the tenant
- A copy of the *Proof of Service Notice to End Tenancy and Written Demand to Pay Utilities* to prove service of the notice (form RTB-34)
- A copy of the tenancy agreement signed by all parties (*including the addendum if there is one*)
- A copy of the *Direct Request Worksheet* (form RTB-46)

Ensure you have included copies of the following required supporting documents, if applicable:

- Written demand to pay utilities when payment for utilities is required
- A copy of the *Proof of Service Notice to End Tenancy and Written Demand to Pay Utilities* to prove service of the written demand to pay utilities (form RTB-34)
- A copy of all Notices of Rent Increase since the tenancy began if rent has increased
- A copy of any receipts for rent paid after the *10 Day Notice to End Tenancy* (form RTB-30) was issued

Note:

- The tenancy agreement must specify the date on which rent is due. All pages (including the addendum) of the tenancy agreement must be submitted. The tenancy agreement must be fully completed and signed by all parties.
- All dates, including dates of service of the *10 Day Notice to End Tenancy* (form RTB-30), must be consistent on all documents submitted with this application.

INSTRUCTIONS

- Check the box at the top of the application that corresponds to the legislation related to your dispute.
- Enter the full legal names of the applicant and respondent. The landlords' and tenants' names and addresses must be identical on all documents submitted with this application. If the name of either the landlord or tenant(s) on the Notice to End Tenancy is different from the name(s) on the tenancy agreement, attach a sheet explaining the change.
- Dispute address: enter the address of the rental unit or manufactured home site.
- Nature of the dispute: check all items that relate to your claim.
- **Order of Possession:** you must provide details of service of Notice to End Tenancy.
- **Monetary Order:** you must complete details of monetary claim.
- You must provide details of the rent or utilities owing. If these details are not clear, your Application may be dismissed or dismissed with leave to re-apply. Contact the Residential Tenancy Branch if you need help completing this information.
- **Do not make claims other than unpaid rent, utilities and the Direct Request filing fee.** Late fees, NSF charges, future rent losses, deposits, *and* repair costs may not be claimed through this process.
- Signature: Make sure the application is signed and dated