

**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: [www.gov.bc.ca/landlordtenant/online](http://www.gov.bc.ca/landlordtenant/online)
- This application requires a \$100 filing fee
- No other dispute issues may be included with this application except to recover the filing fee
- You must provide evidence with this application to prove why this is urgent and how you cannot wait for a standard One Month Notice to End Tenancy for Cause to be issued

**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, or a fee waiver application has been approved.
- 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 document to the respondents.** If you are unable to serve documents to the respondents, your application may not proceed and your \$100 filing fee will not be refunded. If you cannot locate the tenant or representative [click here](#) to learn more or contact the Branch.
- Applications are made available to respondent(s) as part of the Dispute Resolution Proceeding package

**Form Sections**

Section 1: Key Dispute Information

Section 2: Primary Applicants

Section 3: Respondent Information

Section 4: Issue Selection

Section 5: Supporting Documents and Information

Section 6: Declaration

**Section 1: Key Dispute Information**

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

No

 Yes ( **Do not** use this form, use #RTB-12L-DR)

Is the tenant still living in the rental unit?

 No (**Do not** use this form, use #RTB12L-PT)

Yes

What is 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

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.

**Rental Unit Address:**

site/unit #	street # and name	city	province	postal code
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**Section 2: Primary Applicant:** (This main contact is 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      Agent or Lawyer      Advocate or Assistant

business name (if a business)

first and middle name

last name

email address (recommended)

contact phone number

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

**Second Applicant Information: (if applicable)**

The second applicant is a(n):      Individual      Business      Agent or Lawyer      Advocate or Assistant

business name (if a business)

first and middle name

last name

email address (recommended)

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 mailing address. <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/forms/forms-listed-by-number>

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

**Section 3: Respondent Information**

first and middle name

last name

email address (recommended)

contact phone number

site/unit #

street # and name

city

province

postal code

## Second Respondent Information: (if applicable)

first and middle name		last name		
email address (recommended)		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. <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/forms/forms-listed-by-number>

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

## Section 4: Issue Selection Request for an Order to End Tenancy Early

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

Please describe why this early end of tenancy is being requested:

## Serving Notice of Dispute Resolution Proceeding to Tenant(s)

How will you serve the Notice of Dispute Resolution Proceeding to the Respondent(s)?

In person

Posting on the door of the rental unit

Registered Mail

## Section 5: Supporting Documents and Information

(supporting documents means any evidence you wish to rely on to support your application. You must provide the Residential Tenancy Branch with all evidence at the time of filing your application)

Tenancy Agreement

Witness statements, photographic and/or audio evidence

Other (specify below)

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

- I am the primary applicant or an authorized agent of the primary applicant
- 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](mailto:HSRTO@gov.bc.ca) Note: Evidence cannot be submitted by email.

Website: [www.gov.bc.ca/landlordtenant](http://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 one of our many Service BC Offices, listed at [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca)

## Important Notes

- Under Rule 10 of the Rules of Procedure, the director has established an expedited hearing process for a landlord application to end a tenancy early (section 56 of the Residential Tenancy Act or 49 of the Manufactured Home Park Tenancy Act), and a tenant application for emergency repairs (section 33 of the RTA or 27 of the MHPTA), or an order of possession for the rental unit or site (section 54 of the RTA or 57 of the MHPTA).
- Expedited hearings are for emergency matters, only when urgency and fairness necessitate shorter service and response time limits, other applications are not considered for an expedited hearing
- An expedited hearing cannot be combined with other claims, except a request for repayment of the filing fee.
- An expedited hearing is typically scheduled between 12 and 16 days after the application is made, but in extremely urgent cases, it may be heard as soon as 6 days after the application is made subject to an available slot.
- The director has the discretion to decide what constitutes an extremely urgent case.
- The RTB has issued a standing order to establish which method the landlord will use to serve the application documents and evidence on the respondent before the application is set down for an expedited hearing.
- Applications for expedited hearings may not be amended to include other claims and may only be amended at the hearing with the permission of the arbitrator.
- Failure to comply with the rules of procedure or policy guidelines may result in the expedited hearing being dismissed or adjourned to a later date.
- The onus is on you to prove your case through the testimony and evidence you provide for the hearing. You must give (“serve”) a copy of your evidence to the other party.
- To end a tenancy early, the landlord must prove that the tenancy has contravened section 56 of the RTA or section 49 of the MHPTA and it would be unreasonable or unfair to the landlord or other occupants to wait for a Notice to End Tenancy for Cause.
- Emergency repairs include major leaks in plumbing or the roof, damaged or blocked water or sewer pipes, the primary heating system, damaged or defective locks that give access to a rental unit, electrical systems, and are necessary to protect health or safety of anyone, or to preserve the residential property.
- For more information, see [Policy Guideline 51: Expedited Hearings](#).