

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
- This application requires a \$100 filing fee

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:
 - o Key Dispute Information
 - o At least one issue selected
 - o At least one respondent with full name and service address provided
 - o Signature
- **You must be able to serve documents to your tenant(s).** If you are unable to serve documents to your tenant(s), 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: Additional Applicants
- Section 3: Respondent Information
- Section 4: Landlord Issues
- Section 5: Declaration

Section 1: Key Dispute Information

Is the tenant living in the rental unit?

No Date tenancy ended:

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

What was 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

Is this application in response to an active dispute file against you?

No

Yes (**active file #:**)

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.

Residential Tenancy Branch

Office of Housing and Construction Standards
#RTB-12L-PT (2020/09)

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

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: Landlord Issues: (select all that apply)

I want to recover my \$100 filing fee for this application	
I want to recover unpaid rent and/or utilities from the tenant	Total amount you are \$ seeking:

Would you like to apply the security deposit to the monetary claim? Yes NO

Please describe the unpaid amounts:

Section 4: Landlord Issues: (select all that apply)

I want compensation for damages to the unit or property Total amount you are seeking: \$

Would you like to apply the security and/or pet deposit to the claim? Yes NO

Please describe the damages, incurred costs and attempts at compensation:

Section 4: Landlord issues: (select all that apply)

I want compensation from the tenant for other monetary loss under the Act, regulations or tenancy agreement Total amount you are seeking: \$

Would you like to apply the security deposit to the monetary claim? Yes NO

Please describe the damages, incurred costs and attempts at compensation:

Section 5: 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
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Residential Tenancy Branch Contact Information:

Email: HSRTO@gov.bc.ca Note: Evidence cannot be submitted by email.
Website: 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