

How to use this form:

- Submit this form in person at a Service BC Centre that accepts Residential Tenancy Branch (RTB) forms or the Burnaby RTB office.
- This form requires a \$50 filing fee or an applied fee waiver.

Important information about your application:

- You must have one of the following grounds for review consideration:
 - You could not attend the hearing due to circumstances that could not be anticipated and were not in your control
 - You have new and relevant information that was not available at the time of your hearing
 - You have evidence that the decision was obtained by fraud
- After you receive a decision or order, you must submit this application within:
 - **Two days** if related to an Order of Possession, a notice to end tenancy for unpaid rent or an unreasonable denial of sublet or assignment by a landlord
 - **Five days** if related to repairs/maintenance, restricted services/facilities, or a notice to end tenancy that is not for unpaid rent
 - **Fifteen days** if related to any other part of the Residential Tenancy Act or Manufactured Home Park Tenancy Act not listed above
- You may request an extension of the deadline due to exceptional circumstances, with supporting evidence
- A copy of the decision or order must be included with this application
- Your application will not be processed until the filing fee is received or a fee waiver has been approved
- All required information must be provided and legible. Required information includes:
 - Key Dispute Information
 - At least one ground for review selected
 - Declaration
- You must attach all evidence to support your application
- **Do not resubmit evidence from the original hearing**

Form Sections:

Section 1: Key Dispute Information

Section 2: Grounds for Review

Section 3: Declaration

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.

Section 1: Key Dispute Information

Who is filing this review application?

I am a **landlord** or authorized representative

I am a **tenant** or authorized representative

Residential Tenancy Branch File Number:
(e.g., 123456789)

Your Dispute Access Code: (e.g., HT3Kf4u)

Requester Information

First and middle name

Last name

Email Address (*highly recommended*)

Contact Phone number (*required*)

Site/unit#

Street # and name

City

Province

Postal code

Receive RTB documents by:

Email

Pick up

Provide the date on the decision or order you are requesting to be reviewed:

Date (DD/MM/YYYY)

Decision

Order of Possession

Monetary Order

Provide the date you received the decision or order you are requesting to be reviewed:

Date (DD/MM/YYYY)

Is this a decision or order(s) that relates to an Order of Possession, a notice to end tenancy for unpaid rent or an unreasonable denial of sublet or assignment by a landlord? *If yes, submit this application within two days of receiving the decision or order.*

Yes No

Is this a decision or order(s) that relates to repairs/maintenance, restricted services/facilities, or a notice to end tenancy that is not for unpaid rent? *If yes, submit this application within five days of receiving the decision or order.*

Yes No

if you selected No to both above questions, you must submit this application withing fifteen days of receiving the decision or order.

Request for Extension of Time to Apply for Review

I am requesting an extension of time to make this application

Describe why you were unable to submit the Application for Review Consideration before the deadline. *If you do not submit evidence to support your late submission, your application may be dismissed. Your evidence must show how an exceptional circumstance caused your late submission.*

Section 2: Grounds for Review: (Select all that apply and provide a brief description of each one)

I was not able to attend the hearing due to circumstances that could not be anticipated and were beyond my control (e.g., an earthquake or medical emergency). *You must show that the reasons you could not attend were: beyond your control; and not anticipated.*

Please describe:

- What happened that was beyond your control and could not have been anticipated which prevented you from attending the hearing; and
- What testimony or evidence you would have provided if you were at the hearing

Section 2: Grounds for Review (Select all that apply and provide a brief description of each one)

I have new and relevant evidence that was not available at the time of the hearing. (You must include new and relevant evidence that was not available at the time of the original hearing)

A review may be granted on this basis if the applicant can prove the following:

- the applicant has evidence that was not available at the time of the original hearing;
- the evidence is new and relevant to the matter described in the initial application; and
- the evidence is credible and it could reasonably be expected to have affected the result

List each item of new and relevant evidence, why it was not available at the hearing and how it is relevant.

I have evidence that the decision was obtained by fraud

There is evidence that the original decision was obtained by fraud. A party must submit evidence to prove all three of the following:

- False information was submitted
- The person submitting the information knew it was false
- The false information was used to get the outcome desired by the person who submitted it

Which information submitted for the initial hearing was false and what information would have been true?

How did the person who submitted the information know it was false?

How was the false information used to get the desired outcome?

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

- I have the authority to make this application for review consideration.
- 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 RTB.
- I authorize the RTB to enter this information on my behalf.

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 Do not send evidence to the RTB by email.

Website: www.gov.bc.ca/landlordtenant

Phone: Greater Vancouver: 604-660-1020
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