

**FORM DIRECTIONS:** If you are accessing this form from the B.C. Government Web site, it can be filled out at a computer workstation. It can also be printed and 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, therefore, after you complete the form, make sure you review the form for accuracy and print the number of copies you require **before** you leave the document or shut down the program/computer.

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 contact an information officer by calling 604-660-1020 in Greater Vancouver; 250-387-1602 in Victoria; or 1-800-665-8779 elsewhere in B.C.

RTB use only -  
date stamp & initial

## DECISION or ORDER TO BE REVIEWED

**Residential Tenancy Branch File No.** (see decision):  Review of:  Decision  Order

**REVIEW APPLICANT(S)** (person[s] asking for the review): (check one box)  **Tenant**  **Landlord**

**Full name(s) of Applicant(s):** (if entry for landlord is a business name, use the 'last name' field box to enter the full legal business name)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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last name

first name

middle name(s)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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last name

first name

middle name(s)

**Address of Applicant(s)** (current address for service of documents):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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suite or site number street number

street name

city

province postal code

(  )

home phone

(  )

business phone

service fax

**Email Address:**

## DEADLINE for THIS APPLICATION

**You must submit your application:**

- **within 2 days** of the date you receive the decision or order where the decision or order relates to an early end of tenancy, an order of possession for a landlord or tenant, unreasonable withholding of consent by a landlord regarding assignment and subletting or a landlord's notice to end a tenancy for non-payment of rent.
- **within 5 days** of the date you receive the decision or order, where the decision or order relates to a notice to end tenancy for any other reason; repairs or maintenance; or services or facilities.
- **within 15 days** of the date you receive the decision or order, where the decision or order relates to **any** other part of the Residential Tenancy Act or the Manufactured Home Park Tenancy Act.

	Date Issued	Date Received	How You Received It
Decision	<input type="text"/>	<input type="text"/>	<input type="text"/>
Order	<input type="text"/>	<input type="text"/>	<input type="text"/>

## A. REQUEST FOR EXTENSION OF TIME TO APPLY FOR REVIEW

If you are filing this application beyond the time allowed by the RTA or the MHPTA you must complete this section. Time extensions may be granted only in exceptional circumstances, such as a natural disaster or a medical emergency.

I am requesting an extension of time to make this application:

State why you were not able to apply for review within the required time frame and **LIST** and **ATTACH** evidence, such as a copy of your hospital admissions form.

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## B. GROUNDS for REVIEW

There are three reasons (grounds) in the RTA and MHPTA that allow a decision or order to be reviewed.

- 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 a medical emergency)..... GO TO C1.
- I have new and relevant evidence that was not available at the time of the hearing ..... GO TO C2.
- I have evidence that the decision was obtained by fraud. .... GO TO C3.

***A review is not an opportunity to re-argue the case. These are the only reasons that a decision may be reviewed.***

***Please refer to [Policy Guideline 24: Review Consideration of a Decision or Order for further information.](#)***

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## C. DETAILED INFORMATION ON REASONS FOR REQUESTING A REVIEW

Please provide additional information or arguments on a separate page if necessary.

**C1. UNABLE TO ATTEND**

What happened that was beyond your control or that could not have been anticipated that prevented you from attending the original hearing?

What testimony or additional evidence would you have provided if you were at the hearing?

If you have no other grounds, go to D.

If you have further grounds for review, continue on page 3.

**C2. NEW AND RELEVANT EVIDENCE**

List EACH item of new and relevant evidence and state WHY it was not available at the time of the hearing and HOW it is relevant.

If you have no other grounds, go to D.  
If you have further grounds for review, go to C3.

**C3. FRAUD**

Three elements are required to show a decision or order was obtained by fraud:

1. False information was submitted
2. The person submitting the evidence knew that it was false, **and**
3. The false information was used to get the desired outcome.

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 do you think the false information was used to get the desired outcome?

Go to D.

**D. Signature(s) (required to commence review)**

I/We, the Applicant(s)/Agent for the Applicant(s), apply to the Director of the Residential Tenancy Branch for a review of this decision and/or order of the Residential Tenancy Branch. I/We have read this application in full. The information provided is true and correct to the best of my/our knowledge.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_  
day month year

\_\_\_\_\_

Date: \_\_\_\_\_  
day month year

**E. SUPPORTING DOCUMENTS and INFORMATION**

**ATTACHMENTS:**

You **must attach** all written evidence to support your application, including a copy of the decision(s) and/or order(s) being reviewed.

Please **do not resubmit** evidence from the original hearing.

Please check off what is attached to this form:

- copy of decision or order you wish to have reviewed
- evidence proving the extraordinary conditions that prevented you from making your application for review on time, as described in Section A of this form
- evidence showing why you were not able to attend the original hearing, as described in C1 of this form
- new and relevant evidence that was not available at the time of the original hearing, as described in C2 of this form
- evidence showing how fraud was used to get the original decision or order, as described in C3 of this form
- additional pages (state what the additional pages are for:)

**WHERE TO SUBMIT:**

Submit completed *Application for Review Consideration*, with attachments and fee, to:

**Residential Tenancy Branch** 400 - 5021 Kingsway Burnaby BC V5H 4A5

*You can also file your application at any*

**Service BC office** (to locate an office near you, call Enquiry BC 1-800-663-7867).

**FOR MORE INFORMATION**

RTB website: [www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant)

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

Victoria 250-387-1602