

Confirmation of Service of Monetary Order for Enforcement in Provincial Court

Residential Tenancy Branch File Number

#RTB – 21

Full name of person seeking payment (when landlord's name is a business name, enter the full legal business name in the 'last name' box)

last name	first name	middle name(s)

Address (current address for service of documents)

Phone Number

unit	street number	and	street name	city	province	postal code	area code	number

DISPUTE ADDRESS (this is the dispute address recorded in the original application for dispute resolution)

unit	street number	and	street	city	province	postal code

DOCUMENT SERVED Decision Monetary Order

Please note: This form may not be used for an [Order of Possession](#). When serving an Order of Possession, you must use the forms required by the [Supreme Court of British Columbia](#). These are available at http://courts.gov.bc.ca/supreme_court/self-represented_litigants/info_packages.aspx.

METHOD OF SERVICE

This was served on the day of in the year 20 on

Full name of person being served, as the name appears on the decision or order

Address (current address for service of documents)

Phone Number

unit	street number	and	street name	city	province	postal code	area code	number

by (check all that apply)

- 1 Hand delivering a copy to the person
- 2 Leaving a copy with the landlord's agent, if the person is a landlord
- 3 Sending a copy by registered mail to the person's residence, the forwarding address provided by the tenant or the address at which the landlord does business as a landlord
- 4 Sending a copy by regular mail to the person's residence, the forwarding address provided by the tenant or the address at which the landlord does business as a landlord
- 5 Leaving a copy with an adult whom apparently lives with the person
- 6 Leaving a copy in the mail box or mail slot at the person's residence or landlord's address
- 7 Attaching a copy on the door or other conspicuous place (describe in *Special Details* on page 2)
- 8 Faxing a copy to the person's fax number provided for service
- 9 The method ordered by the Director of the Residential Tenancy Branch

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.

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

SPECIAL DETAILS (describing Option 7 on page 1)

In the box below, please describe the conspicuous place where you attached the material served.

CONFIRMATION

- Registered mail receipt** with clearly legible detailed information and **tracking report attached**
- Fax transmission report *attached*
- Witness statement:

On I watched

(Date) (Name of person serving material)

give

(Description of what was served)

to by

(Name of person being served) (Description of how material was served)

Name: Date:

(Name of witness) (Please print)

Signature: _____

- Hand delivery receipt:

On I received

(Date) (description of what was given to you)

from

(Name of person who gave you the materials)

Name:

(Name of person receiving the materials)

Signature: _____

SIGNATURE

- I confirm I served the Decision Monetary Order in the way described on Page 1.
- I confirm that I checked with the Residential Tenancy Branch and the order has not been suspended.

Signature: _____
(Signature of person serving the document(s))

Date: _____
day month year

Full name of person serving the documents, including, if applicable, company name

Address of person serving the document(s) Same address as person seeking payment (p. 1) **Phone Number**

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