

**RTB File #:**
**Name of Person seeking payment :** (enter business name in last name, if applicable)

first and middle name

last name

**Address:** (Current address for service of documents)

site/unit #

street # and name

city

province

postal code

**Dispute Address:** (this is the dispute address recorded in the original application for Dispute Resolution)

site/unit #

street # and name

city

province

postal code

**Documents 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](http://courts.gov.bc.ca/supreme_court/self-represented_litigants/info_packages.aspx).

**Name and address of person being served:** (as it appears on the Decision or Order)

first and middle name

last name

site/unit #

street # and name

city

province

postal code

The Notice was served at:

time

AM

PM

DD/MM/YYYY

**Served by:**

Hand delivering a copy to the person and/or agent of the person

Leaving a copy with an adult (over the age of 19) who apparently lives with the person (describe below)

Sending a copy by registered mail to the address at which the person resides/carries on business as a landlord

Sending a copy by regular mail to the address at which the person resides/carries on business

Leaving a copy in a mailbox or mail slot at the address where the person resides/carries on business

Attaching a copy to the door or other conspicuous place where the person resides/carries on business (describe below)

Faxing a copy to the person's fax number provided for service

Emailing a copy to the email address provided for service (describe in special details)

As ordered by the Director of the Residential Tenancy Branch (attach copy of Substituted Service Order)

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.

**Special Details:** (Describe where the documents were left , who you left them with or the email address the documents were sent to)**Confirmation:** (Provide confirmation of service by providing **one** of the following:**Hand delivery receipt (to be completed by the person receiving the notice):**full name of person **receiving** the noticesignature of person **receiving** the notice

DD/MM/YYYY

I was given

description of what was given to you

By: First and middle name of person **giving** the noticelast name of person **giving** the notice**Registered Mail:** Attach receipt showing date and time of purchase and provide a printed tracking report**Email:** Attach a copy of the sent email**Witness Statement:** Provide details on who, what and when notice was served

DD/MM/YYYY

I observed

name of person serving notice

Give

description of what was served

to:

name of person being served

DD/MM/YYYY

name of witness

witness signature

**Email/ Fax transmission report attached.** Provide confirmation that the email/ fax # is the tenant's current address for service, such as recent communication with the tenant indicating that they can receive documents at that email/ fax #.**Signature:**

I confirm that I served the Decision and/or Order in the way described above on:

DD/MM/YYYY

full name of person serving the notice

signature of person serving the notice

I confirm I have checked with the Residential Tenancy Branch and the Order has not been suspended.

**Name and address of person serving the documents:**

first and middle name

last name

site/unit #

street # and name

city

province

postal code