

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.

DECISION or ORDER TO BE CLARIFIED

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

This clarification is needed because:

If necessary, provide additional details of your request on a separate page.

Attach a copy of the decision or order **highlighting the section(s)** you wish clarified.

A request for a clarification is not an opportunity to re-open the dispute or ask for a change in the Decision or Order.

DEADLINE for THIS APPLICATION

You must submit your application within **15 days** of the date you received the decision or order.

Decision/Order

Date Issued

Date Received

How You Received It

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

suite or site number

street number

street name

city

province

postal code

APPLICANT (person asking for the clarification) (check one box) Tenant Landlord

Full name of Applicant: (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 of Applicant (current address for service of documents):

suite or site number

street number

street name

city

province

postal code

SIGNATURE

I, the Applicant/Agent for the Applicant, apply to the Director of the Residential Tenancy Branch for a clarification of this decision and/or order of the Residential Tenancy Branch.

Signature: _____

Date: _____
day month year

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

WHERE TO SUBMIT THIS FORM:

Submit completed *Request for Correction*, with attachments, to the following office:

Residential Tenancy Branch (RTB) BURNABY: 400 - 5021 Kingsway V5H 4A5

If you are not able to submit this form to the Burnaby Residential Tenancy Branch in person, you may mail this form or file it at any

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

RTB use only

File Number: Arbitrator:

Received by: Date:

Completed by: Date:

No clarification required

Decision mailed and copy placed on file on:

to the applicant to both parties by
day / month / year

Clarification completed:

Decision mailed and copy placed on file on:

to the applicant to both parties by
day / month / year

Clarified decision/order was mailed and copy placed on file on:

to the applicant to both parties by
day / month / year

Audit notes updated on: by
day / month / year

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