

Regarding service of the Tenant's forwarding address to the Landlord(s) for the return of the security deposit and/or pet damage deposit. Note: Section 39 of the Residential Tenancy Act establishes that the Tenant must provide a forwarding address for return of the Deposit(s) to the Landlord within one year from the end of the tenancy. If that does not occur, the Landlord may keep the Deposit(s) and the Tenant's right to the return of the Deposit(s) is extinguished.

Name of Tenant(s): (full names are required)

first and middle name

last name or full legal business name

Tenant's Forwarding Address: (address/email for service provided to the landlord for the return of deposit(s))

Email address:

site/unit #

street # and name

city

province

postal code

Rental Unit/Site Address: (as recorded on the tenancy agreement)

site/unit #

street # and name

city

province

postal code

Service of Notice of Forwarding Address:

The Notice was served at:

time

AM

DD/MM/YYYY

PM

first and middle name of landlord/agent being served (as it appears on the tenancy agreement)

last name of landlord/agent being served (as it appears on the tenancy agreement)

Landlord's Address: (Address where documents were served)

site/unit #

street # and name

city

province

postal code

Served by:

Hand delivering the forwarding address to the landlord (or the agent of the landlord)

Providing the forwarding address to the landlord on the move-out inspection report

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

Leaving the forwarding address in a mailbox or mail slot at the address where the person resides, or for the address where the person carries on business as a landlord

Attaching the forwarding address to the door or other conspicuous place where the person resides or carries on business as a landlord

Faxing the forwarding address to the landlord's fax number provided for service

By email to the email address provided as an address 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.)

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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 notice		signature person receiving the notice	
DD/MM/YYYY	I was given	description of what was given to you	
first and middle name(s) of person giving the notice		last name of person giving the notice	

Registered Mail: Attach receipt showing date and time of purchase and provide a printed tracking report**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	name of person being served	

By:
(check one)

Leaving the forwarding address with the landlord/agent or provided on the move-out inspection report

Attaching the forwarding address to the door or other conspicuous place as described in Special Details

Leaving the forwarding address in the mail box or mail slot as described in Special Details

DD/MM/YYYY	name of witness	witness signature
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Email/Fax Details. Provide proof that the email/fax number has been provided for the purposes of service. E.g. copy of RTB-51 or other written proof that the party has agreed the email/fax can be used to give/serve documents.**Signature:**

I confirm that I served my written forwarding address in the way described above on:

DD/MM/YYYY	full name of person serving the notice	signature of person serving the notice
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Address of person serving the documents:

site/unit #	street # and name	city	province	postal code
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