

You **must** submit amendments in person to any Service BC Office or the Residential Tenancy Branch Office.

#RTB – 42

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.

This application seeks to amend Residential Tenancy Branch File #

See Important Information on next page.

DISPUTE ADDRESS:

<input type="text"/>	<input type="text"/>	<input type="text"/>	B.C.	<input type="text"/>
site/unit number	street number and street name	city	province	postal code

AMENDMENT DETAILS:

My address for service has changed (Provide details below or contact the RTB. See Important Information.)

The Respondent address for service has changed
(Provide details below or contact the RTB. See Important Information.)

I would like to remove a Respondent from the original application (Provide details below)

I received or served a new Notice to End Tenancy for this tenancy on and want to dispute this notice or seek an Order of Possession based on this notice (include or upload a copy as evidence)

<input type="text"/>	<input type="text"/>	<input type="text"/>
day	month	year

10 Day Notice to End Tenancy for Unpaid Rent or Utilities

One Month Notice to End Tenancy

Two Month Notice to End Tenancy

Four Month Notice to End Tenancy

Twelve Month Notice to End Tenancy

FOR OFFICE USE ONLY

Dispute codes:

audit notes entered/CMS updated

My monetary claim has changed

New total amount of monetary claim \$

Include or upload a copy of the new *Monetary Order Worksheet* (form RTB-37) and supporting evidence.

I would like to remove a claim (Provide details below)

I would like to add a related claim (Provide details below and include or upload a copy of supporting evidence)
Provide clear details of the change. Use a separate sheet if needed. See Important Information.

SIGNATURE

I, the Applicant/Agent for the Applicant, apply to the Residential Tenancy Branch to amend a Dispute Resolution Application.

Full name of Applicant/Agent

<input type="text"/>	<input type="text"/>
----------------------	----------------------

daytime phone number

Signature: _____

(Signature of Applicant/Agent)

Date: _____

<input type="text"/>	<input type="text"/>	<input type="text"/>
day	month	year

FOR OFFICE USE ONLY

Date stamp & Initial below

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

Residential Tenancy Branch

Office of Housing and Construction Standards

#RTB-42 (2018/07)

Instructions for Amendment to an Application for Dispute Resolution

Amendments cannot be submitted online through the Dispute Access Site.

IMPORTANT INFORMATION

- An amendment may add a related claim or alter or remove claims in the original application. Unrelated claims may be dismissed, with or without leave to reapply.
- An amendment is not required to change an address for service; however, this form may be used for this purpose. Parties may change an address for service by notifying the Residential Tenancy Branch by phone, fax or email and by notifying the other party in writing.
- An amendment is not required to submit evidence in support of the original application.
- An amendment may not be used to add another respondent. The applicant can make this request during the hearing.

HOW TO AMEND YOUR APPLICATION

- Complete the *Amendment to an Application for Dispute Resolution* (form RTB-42).
- Submit all evidence to support the amendment at the same time you submit the *Amendment to an Application for Dispute Resolution*.
- When submitting an amendment, the *Amendment to an Application for Dispute Resolution* form must be the first page of the amendment.
- A copy of this *Amendment to a Dispute Resolution Application* and supporting evidence must be received by each respondent and the Residential Tenancy Branch as soon as possible and not less than 14 days before the scheduled hearing.
- These documents must be served in the same manner as an *Application for Dispute Resolution*.
- An *Amendment to an Application for Dispute Resolution* is not required in circumstances that can reasonably be anticipated, such as when the amount of rent owing has increased. In these cases, the application may be amended at the hearing.
- You must be prepared to provide proof of service of the *Amendment to an Application for Dispute Resolution* and supporting evidence on each respondent.
- Submitting an *Amendment to an Application for Dispute Resolution* does not guarantee that an arbitrator will determine the issues.

SUBMITTING AN AMENDMENT TO AN APPLICATION FOR DISPUTE RESOLUTION

Submit your *Amendment to an Application for Dispute Resolution* in person at any [Service BC Office](#) or [Residential Tenancy Branch Office](#) in Burnaby. You cannot submit amendments online through the Dispute Access Site.
