

**How to use this form:**

- Read the rules on amendments outlined in [Policy Guideline 23](#): Amending an Application for Dispute Resolution available on the Residential Tenancy Branch website.
- This paper form may be submitted through the [Dispute Access site](#), or in person at a Service BC Centre that accepts RTB forms or the Burnaby Residential Tenancy Branch office.
- **Important – You must separate the request for amendment from your evidence or it may not be considered. To upload this form to the Dispute Access site, select the option “I want to submit a paper request for amendment”.**
- This form must be served to all respondents as soon as possible and no later than 14 calendar days prior to your hearing.

**Important information about your application:**

- This form is used to add or remove an applicant, remove a respondent, add a related claim or change an existing claim. An amendment may not be used to add another respondent. The applicant can make this request during the hearing.
- Use form #RTB42-T (tenants) or #RTB42-L (landlord) if you would like to add a related claim or alter an existing claim.
- This form cannot be used to amend an Application by Direct Request.

**Form Sections**

Section 1: Key Dispute Information

Section 2: Change a Service or Dispute Address

Section 3: Add or Remove a Party

Section 4: Removing a Claim

Section 5: Declaration

**Section 1: Key Dispute Information**

Who is filing this dispute? (please check one)

 I am a **landlord**, or I represent one

 I am a **tenant**, or I represent one

Residential Tenancy Branch File # (e.g., 123456789):

Rental unit/site address:

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

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.

## Section 2: Change a Service or Dispute Address (the address used to serve documents)

Are you changing your service or dispute address?

No

Yes (provide name and updated address below)

applicant first and middle name

applicant last name

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

email address for service:

Are you changing the respondent's service address?

No

Yes (provide name and updated address below)

respondent first and middle name

respondent last name

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

email address for service:

Are you correcting a mistake in the address of the **rental unit** associated to the dispute?

No

Yes (provide corrected address of the rental unit below)

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

## Section 3: Add or Remove a Party (You cannot add a respondent to a dispute using this form. To add a new respondent to your dispute please contact the Residential Tenancy Branch)

Are you removing a party from your dispute file?

No

Yes (name of the participant(s) you are removing)

participant first and middle name

participant last name

Are you adding an applicant or applicant representative to your dispute file?

No

Yes (provide the new applicant information below)

Is this person the new primary contact for the Residential Tenancy Branch?

No (this is NOT the new tenant primary contact)

Yes (this is the new tenant primary contact)

What type of applicant are you adding?

Business

Person

Agent or lawyer

Advocate/assistant

first and middle name (or name of business)

last name

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

email address (recommended)

daytime phone number

other phone (optional)

### Section 3: Add or Remove a Party

You cannot add a respondent to a dispute using this form. To add a new respondent to your dispute please contact the Residential Tenancy Branch

Briefly describe why you are adding this party (optional)

### Section 4: Removing an Existing Claim

Are you removing a claim(s) from your application for dispute resolution?

No

Yes (provide details for each claim you are removing)

Title(s) of claim(s) being removed: (as shown on your notice of dispute hearing)

Reason(s) for removing the above claim(s):

### Section 5: Declaration: By signing below, I certify that:

- I am the primary applicant or an authorized agent of the primary applicant; all information that is being provided in this application is true, correct, and complete to the best of my knowledge.
- I understand it is a legal offense to provide false or misleading information and evidence to the Residential Tenancy Branch.
- By signing this application, I have the authority to act on behalf of the applicant(s) as the primary applicant for this dispute and that I will share all communication about this dispute with the other applicant(s) if more than one applicant is listed on this form.
- I authorize the Residential Tenancy Branch to enter this information on my behalf.

DD/MM/YYYY

full name of primary applicant (print)

signature of primary applicant

### Residential Tenancy Branch Contact Information

Email: [HSRTO@gov.bc.ca](mailto:HSRTO@gov.bc.ca) Note: Evidence cannot be submitted by email.

Website: [www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant)

Phone: (604) 660-1020 in Greater Vancouver; (250) 387-1602 in Victoria, 1-800-665-8779  
DO NOT CALL THIS NUMBER FOR YOUR HEARING

In Person: **Lower Mainland**

400 - 5021 Kingsway  
Burnaby, BC, V5H 4A5

**Outside of Lower Mainland**

Visit one of our many Service BC Offices, listed at [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca)