

**NOTE:** This must be completed and uploaded to <https://tenancydispute.gov.bc.ca/DisputeAccess/#access> with registered mail receipts (if applicable) to continue with the Direct Request Proceeding

**RTB File #:** \_\_\_\_\_

**Documents Served: (check all that apply)**

<input type="checkbox"/>	Notice of Direct Request Proceeding	<input type="checkbox"/>	Copy of supporting documents
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The documents were served on:	day	month	year	at	time
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**Full name of Landlord being Served:**

first and middle name(s)	Last name (s)
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**Landlord's Address: (address where documents were served)**

site/unit #	street # and name	city	province	postal code
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**Method of Service:**

<input type="radio"/> Hand delivered a copy to:	name (please print)	signature (of person receiving documents)
<input type="radio"/> Registered Mail (include tracking number)	name of witness	signature of witness

**Note:** Please attach a completed Canada Post registered mail receipt

<input type="radio"/> By Email to:	Email address provided by landlord for service
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**Note:** Please provide a copy of the email sent to the tenant, as well as proof that the email address used was provided for the purposes of service (e.g. copy of RTB-51)

**Signature:**

I confirm I served the documents in the way described above on:

	day	month	year
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(print name of person serving documents)	(signature of person serving the documents)
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I would like a copy of the decision and/or order emailed to me

email address \_\_\_\_\_

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.

**FOR MORE INFORMATION:** [www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant)  
**Phone: 1-800-665-8779 (toll-free) Greater Vancouver: 250-387-1602 Victoria: 250-387-1602**