

NOTE: This must be completed and uploaded to <https://tenancydispute.gov.bc.ca/DisputeAccess/#access> or submitted at the Residential Tenancy Branch (RTB) or a Service BC Centre that accepts RTB forms.

RTB File #:

Full name of party being served:

First and middle name:

Last name:

Confirmation: I confirm I served the Notice of Dispute Resolution Proceeding package in the way described below:

Print Name of person serving documents:

Signature of person serving documents:

The documents were served on: Day _____ Month _____ Year _____

Method of Service:
 Canada Post Registered Mail Tracking Number _____

- *Include a copy of the Canada Post registered mail customer receipt.*

 Address where documents were sent _____

 In Person

- *Provide the name and signature of the person who **witnessed** the service of the documents OR the name and signature of the **respondent** who has received the documents.*

Witness Name (Print) _____

Witness Signature _____

OR

Respondent Name (Print) _____

Respondent Signature _____

Attached on the door or other noticeable place

- *This method is ONLY applicable for landlord applications requesting an Order of Possession (**this method cannot be used if application contains any other claims**).*

Witness Name (Print) _____ Witness Signature _____

Email Service

Email Address: _____

Include the following documents:

- *RTB-51 – Address for Service or **any other document that sets out the party's pre-agreed email address for service**. This may be included on a tenancy agreement.*
- *A copy of the outgoing email showing the email address used, the date the email was sent, and any attachments included in the email.*

Method approved by Substituted Service Approved Method: _____

- *Include a copy of the Substituted Service Decision and proof you served the notice of dispute as directed in the Decision.*

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

Phone: 1-800-665-8779 (toll-free) Greater Vancouver: 250-387-1602 Victoria: 250-387-1602