

# Request for Correction

#RTB - 6

**FORM DIRECTIONS:** If you are accessing this form from the B.C. Government Web site, it can be filled out at a computer workstation. It can also be printed and completed by hand. If completing sections by hand, please *print clearly, using dark ink*. If you are completing this form at a computer, simply type in your response in the boxes. If you cannot complete all the sections at the computer right away, you can print off what you have completed, and fill in the remaining fields by hand. It's important to note that you **cannot save** the completed form to your computer, therefore, after you complete the form, make sure you review the form for accuracy and print the number of copies you require **before** you leave the document or shut down the program/computer.

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.

RTB use only -  
date stamp & initial

## DECISION or ORDER to be CORRECTED

**Residential Tenancy Branch File No.** (see decision):  Correction to:  Decision  Order

**A request for a correction is not an opportunity to re-open the dispute or ask for a change in the Decision or Order.**

This correction is needed because of:

Typing error  Math error  Obvious error  Inadvertent omission

**Attach** a copy of the decision or order **highlighting the section(s)** you wish corrected.

**Provide details** of your request. If necessary, attach additional details on a separate page.

## DEADLINE for THIS APPLICATION

Applications regarding obvious errors or inadvertent omissions must be filed within 15 days of receiving the decision or order.

Decision/Order

Date Issued

Date Received

How You Received It

## DISPUTE ADDRESS

suite or site number

street number

street name

city

province

postal code

**APPLICANT** (person asking for the correction) (check one box)  Tenant  Landlord

**Full name of Applicant:** (when landlord's name is a business name, enter the full legal business name in the 'last name' box)

last name

first name

middle name(s)

**Address of Applicant** (current address for service of documents):

suite or site number

street number

street name

city

province

postal code

## SIGNATURE

I, the Applicant/Agent for the Applicant, apply to the Director of the Residential Tenancy Branch for a correction of this decision and/or order of the Residential Tenancy Branch.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
day month year

## WHERE TO SUBMIT THIS FORM:

Submit completed *Request for Correction*, with attachments, to one of the following offices:

- RTB Burnaby: 400 – 5021 Kingsway, V5H 4A5
- Any Service BC Office (To locate an office near you, call Enquiry BC 1 800 663-7867)

### RTB use only

File Number:  Arbitrator:

Received by:  Date:

Completed by:  Date:

No correction required

Decision on request mailed and copy placed on file on:

day / month / year  to the applicant  to both parties by

Correction completed

Decision on request mailed and copy placed on file on:

day / month / year  to the applicant  to both parties

Copy of the corrected decision/order was placed on file and mailed on:

day / month / year  to the applicant  to both parties by

Audit notes updated on:  by   
day / month / year

### FOR MORE INFORMATION

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

Public Information Lines: 1-800-665-8779 (toll-free) Greater Vancouver 604-660-1020 Victoria 250-387-1602