

Regarding service of the Notice of Dispute Resolution Proceeding for an Expedited Hearing

Landlord Application to End the Tenancy Early
 Tenant Application for an Order of Possession
 Tenant Application for Emergency Repairs

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

first and middle names

last name or the full legal business name

Applicant address: (current address for service of documents)

site/unit number

street number and street name

city

province

postal code

RENTAL UNIT ADDRESS: (as recorded on the tenancy agreement)

site/unit number

street number and street name

city

B.C.

province

postal code

SERVICE OF NOTICE OF DISPUTE RESOLUTION PROCEEDING:

The Notice was served at AM/PM on the day of , 20 to

Full name of Respondent (person being served, as the name appears on the tenancy agreement)

Respondent address: (address where documents were served)

site/unit number

street number and street name

city

province

postal code

by (check all that apply):

- 1 Hand delivering a copy to the tenant, or the landlord, or the agent of the landlord
- 2 Sending a copy by registered mail to the address at which the person resides or, if the person is a landlord, to the address at which the person carries on business as a landlord
- 3 If the person is a tenant, by attaching a copy on the door or other conspicuous place at the address at which the person resides (describe in Special Details below)
- 4 If the person is a landlord, by attaching a copy to a door or other conspicuous place at the address at which the person carries on business as a landlord (describe in Special Details below)
- 5 If the person is a tenant, by leaving a copy at the tenant's residence with an adult who apparently resides with the tenant (describe in Special Details below)
- 6 As ordered by the Director of the Residential Tenancy Branch (attach copy of substituted service order)

SPECIAL DETAILS: (describing where the document was left for option 3 and 4 or who it was left with for option 5)

In the box below, please describe how you know the person is an adult and lives with the tenant or the conspicuous place where you attached the document(s) or why you sent it to a different address than the rental unit.

CONFIRMATION:

Provide confirmation of service by providing *one* of the following:

Hand delivery receipt (to be completed by the person receiving the notice):

Name:

(Name of person receiving the notice)

On Date:

day month year

I received

(description of what was given to you)

from

(Name of person who gave you the notice)

If left with an adult who lives with the tenant, the person **must** confirm the following or a witness must confirm service: I am an adult I live with the tenant

Signature: _____

Registered Mail receipt showing date and time of purchase and printed tracking report on separate page

Witness statement:

On Date:

day month year

I observed

(Name of person serving notice)

give

(description of what was served)

to

(Name of person being served)

By: Leaving a copy with the tenant, or the landlord, or the agent of the landlord

Check one Attaching a copy to the door or other conspicuous place as described in Special Details, page 1

Leaving a copy with an adult who apparently lives with the tenant as described in Special Details, page 1

Name:

(Name of witness) (Please print)

Date:

day month year

Witness Signature: _____

SIGNATURE:

I confirm I served the Notice of Dispute Resolution Proceeding as described in this document.

Signature: _____

(Signature of person serving the notice)

Date:

day month year

Full name of person serving the notice, including, if applicable, company name

Address of person serving the document(s)

Same address as applicant (p. 1)

site/unit number

street number and street 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* and *Manufactured Home Park 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

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