

Please indicate what kind of application you submitted originally:

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

**Name and Address of Applicant(s):** (full names are required)

first and middle name		last name or full legal business name		
site/unit #	street # and name	city	province	postal code

RTB File #

**Rental Unit Address:** (as recorded on the tenancy agreement)

site/unit #	street # and name	city	province	postal code
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**Service of Dispute Resolution Proceeding:**

The Notice was served at:	time	AM <input type="radio"/>	DD/MM/YYYY
		PM <input type="radio"/>	
first and middle name of person being served (as it appears on the tenancy agreement)		last name of person being served (as it appears on the tenancy agreement)	

**Respondent Address:** (Address where documents were served)

site/unit #	street # and name	city	province	postal code
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**Served by: (check all that apply)**

- ☐ In person (hand delivering a copy to the respondent)  
☐ Sending a copy by registered mail to the address at which the person resides or carries on business as a landlord  
☐ Leaving a copy at the address where the person resides or with an adult who apparently resides where the person resides, or for the address where the person carries on business as a landlord (describe in special details below)  
☐ Attaching a copy to the door or other conspicuous place where the person resides or carries on business as a landlord (describe in special details below)  
☐ By emailing a copy to the email address provided by the respondent as an address for service (describe in special details below)  
☐ As ordered by the Director of the Residential Tenancy Branch (attach copy of Substituted Service Order)

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.

**Special Details:** (Describe where the documents were left or who the documents were left with and how you know they are an adult for options 3 & 4, or the email address or fax number the document was sent to for option 5).

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

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

first and last name of person <b>receiving</b> the notice	signature of person <b>receiving</b> the notice
DD/MM/YYYY I was given	description of what was given to you
first and middle name of person <b>giving</b> the notice	last name of person <b>giving</b> the notice

If left with an adult who lives at the address for service, the person must confirm the following; or a witness must confirm service

- ☐ I am an adult  
☐ I live in the address for service

- ☐ **Registered Mail;** Attach receipt showing date and time of purchase and a printed tracking report  
☐ **Email:** Provide proof that the email address has been provided for the purposes of service (e.g copy of #RTB 51)  
☐ **Witness Statement:** Provide details on who, what and when notice was served

DD/MM/YYYY I observed	name of person serving notice
Give description of what was served	name of person being served

- By:  
(check one)
- ☐ Leaving a copy with the respondent  
☐ Attaching a copy to the door or other conspicuous place as described in Special Details  
☐ Leaving a copy in the mail box or mail slot as described in Special Details

DD/MM/YYYY	name of witness	witness signature
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**Signature:**

I confirm that I served the notice in the way described above on:

DD/MM/YYYY	full name of person serving the notice	signature of person serving the notice
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Address of person serving the documents: (if different from applicant address on page 1)

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