# Landlord Direct Request Checklist

**Residential Tenancy Branch | Ministry of Housing and Municipal Affairs**

## Notice to End Tenancy

Make sure the Notice to End Tenancy is **complete and accurate**. If anything is missing or incorrect, you must fix it and re-serve the tenant. Not doing so may result in your application being dismissed.

- ☐ The tenant name(s) matches the name(s) on the Tenancy Agreement.
- ☐ The rental unit address (where the tenant must move out of) is correct.
- ☐ The notice includes an effective date (when the tenant must move out).
- ☐ You or your agent have signed and dated the notice.
- ☐ All pages of the notice were served to the tenant.
- ☐ For 10 Day Notices: The notice was served at least one day **after** the rent was due.

## Proof of Service – Notice to End Tenancy (RTB-34)

Show how you served the notice.

- ☐ You served by registered mail:
  - Include the mail receipt with the tracking number.
- ☐ You served by **email:**
  - Include a copy of the outgoing email with the Notice attached, *and*
  - Proof the tenant agreed to email service (RTB-51, or a Tenancy Agreement that allows email service).
- ☐ You used a different **service method:**
  - The Proof of Service form is signed by you and either a witness or the tenant.

## Tenancy Agreement

Submit a complete agreement that supports your application.

- ☐ The landlord's name matches applicant's name.
  - If the names do not match, include documents showing the transfer of ownership or management authority.
- ☐ For 10-Day Notice: The rent amount listed is the current amount.
  - If not, include any Notice of Rent Increase forms or Tenant Rent Contribution documents.
- ☐ Tenancy Agreement lists the rent due date.
  - If the rent due date has changed, a hearing is required and this application is not eligible for direct request.
- ☐ The Tenancy Agreement is signed by the tenants listed in your application.
  - You may only proceed against tenants who signed the agreement.
  - If there are no tenant signatures, a hearing is required and this application is not eligible for direct request.

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## Direct Request Worksheet (RTB-46) – 10-Day Notice

Check that the monetary information is correct.

- ☐ The balance of rent owing is calculated correctly in the monetary breakdown.
  - For each month: Rent owed – any partial payments = amount owing.
  - A rent ledger may also be included to support the amounts listed.
  - All months listed on the 10-Day Notice must be accounted for, even if you are not requesting a Monetary Order.
  - Include all payments received after the 10-Day Notice was served.

## Use and Occupancy Only (10-Day Notice)

If you accept money **after** serving a 10-Day Notice.

- ☐ Provide a receipt showing the payment was accepted for use and occupancy only.
  - This is not required, but a receipt is recommended to confirm the tenancy has not been reinstated.

## Need Help?

Visit the RTB website or contact the RTB for support before submitting your request.