

Tenant Direct Request Checklist



Residential Tenancy Branch | Ministry of Housing and Municipal Affairs

Forwarding Address

- ☐ The forwarding address is complete and accurate, and includes:
 - Unit number (if applicable)
 - City
 - Postal Code
- ☐ It is a mailing address, not just an email address.
- ☐ The forwarding address was provided in writing using one of the following:
 - RTB-47 (Tenant's Notice of Forwarding Address)
 - A completed move-out inspection report
 - A letter or email sent to the landlord with your forwarding address

IMPORTANT: If you have not given the landlord a complete forwarding address in one of the accepted ways, you must provide it and **serve the landlord again**.

Proof of Service – Forwarding Address (RTB-41)

Show **how** you served the forwarding address.

- ☐ You served by registered mail:
 - Include the mail receipt with the tracking number.
- ☐ You served by **email**:
 - Include a copy of the sent email showing the forwarding address, *and*
 - Proof the landlord 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 landlord.

IMPORTANT: If proof of service is missing or incorrect, your application may be dismissed. You must add the proof or re-serve the landlord using an allowed method.

Tenancy Agreement

Submit a complete Agreement that supports your application.

- ☐ The landlord named on the Tenancy Agreement matches the landlord named in your application.
 - If the name(s) do not match, include documents showing the transfer of ownership or management authority.

Tenant Direct Request Checklist



Residential Tenancy Branch | Ministry of Housing and Municipal Affairs

- ☐ The deposit amount in the Agreement matches what you paid.
 - If it does not, include proof of the correct amount.
- ☐ The Agreement is signed by the landlord named in your application.
 - You may only proceed against landlords who signed the Agreement.
 - If there are no landlord signatures, a hearing is required and this application is **not eligible** for direct request.

Direct Request Worksheet (RTB-40)

Check that the monetary information is correct. If this Worksheet is missing or unclear, your application may be dismissed or moved to a hearing. You may reapply if dismissed.

- ☐ The amount requested equals:
 - Deposits paid
 - Minus authorized deductions
 - Minus any amounts already returned by the landlord
- ☐ All additional details sections are filled out.
 - If no move-out inspection was completed, the reason is explained
 - The worksheet explains how and when the tenancy ended

Proof of Deposits Paid and Reimbursed

- ☐ There is evidence of deposits paid to the landlord (for example, e-transfers or receipts).
- ☐ There is evidence showing the date and amount of any partial reimbursements.

Need Help?

Visit the [RTB website](https://www.gov.bc.ca/landlordtenant) or [contact the RTB](#) for support before submitting your request.