



# Dispute Resolution Services

Residential Tenancy Branch  
Office of Housing and Construction Standards

In matters of the *Residential Tenancy Act*, SBC 2002, c. 78, as amended or the  
*Manufactured Home Park Tenancy Act*, SBC 2002, c. 77, as amended

## ORDER

### **Preamble**

Section 9(3) of the *Residential Tenancy Act* (RTA) and *Manufactured Home Park Tenancy Act* (MHPTA) permit the director of the Residential Tenancy Branch to establish rules of procedure for the conduct of dispute resolution proceedings. Under Rule 10 of the rules of procedure, the director may set an application for dispute resolution down for an expedited hearing meaning it will be heard on short notice to the respondent.

Section 71(2)(a) and (c) of the RTA and section 64(2)(a) and (c) of the MHPTA allow the director to order that documents must be served in a manner the director considers necessary, despite the methods of service provided for in sections 88 and 89 of the RTA and sections 81 and 82 of the MHPTA, and that a document not served in accordance with those sections is sufficiently given or served for purposes of the Act.

### **THE DIRECTOR ORDERS that:**

Pursuant to sections 71(2)(a) and (c) of the RTA and sections 64(2)(a) and (c) of the MHPTA, and subject to any further order made pursuant to those sections:

1. A party to an application for dispute resolution set down under Rule 10 of the rules of procedure for a hearing date that is between six and 11 days after the date the application is made must serve their materials
  - a. by leaving a copy with the person,
  - b. if the person is a landlord, by leaving a copy with an agent of the landlord, or
  - c. if the person is a tenant, by leaving a copy at the tenant's residence with an adult who apparently resides with the tenant.
  
2. A party to an application for dispute resolution set down under Rule 10 of the rules of procedure for a hearing date that is between 12 and 16 days after the date the application is made must serve their materials
  - a. by any method set out in paragraph 1 of this order,
  - b. by attaching a copy to a door or other conspicuous place at the address at which the person resides,
  - c. 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, or
  - d. by emailing a copy to an email address provided as an address for service by the person.
  
3. A party to an application for dispute resolution set down under Rule 10 of the rules of procedure for a hearing date that is 17 days or more after the date the application is made may serve their materials
  - a. by any method set out in paragraphs 1 and 2 of this order,
  - b. by sending a copy by registered mail to the address at which the person resides, or
  - c. if the person is a landlord, by sending a copy by registered mail to the address at which the person carries on business as a landlord.