

# Application for Dispute Resolution

#RTB – 1/06

For RTB use only: File # \_\_\_\_\_

**NOTE**

- If the full legal name of the party is a business name, enter the full legal business name in the box labelled “last name”.
- If a tenant is applying for a monetary order, the full legal business name of the landlord is required.
- If additional space is required to list all parties, use and attach “Schedule of Parties”, form #RTB-26.

<b>If you are the Applicant, place an “x” in the appropriate box:</b>	<input type="checkbox"/>	This application is being made under the <i>Manufactured Home Park Tenancy Act</i>
	<input type="checkbox"/>	This application is being made under the <i>Residential Tenancy Act</i>

**Applicant(s)** The person asking for dispute resolution is (check only one)  the Landlord or  the Tenant

<input type="text"/>	<input type="text"/>
Last name	First and middle names
<input type="text"/>	<input type="text"/>
Last name	First and middle names

**Applicant Address** (address where documents will be given personally, left for, faxed, or mailed to you to effect service)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit/site #	Street # and street name	City	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime phone number	Other phone number	Fax number for service of documents		

Yes, a Schedule of Parties (#RTB-26) is being used to add additional Applicants to this application and it is attached.

**Respondent(s)** The other party to the dispute is (check only one)  the Landlord or  the Tenant

<input type="text"/>	<input type="text"/>
Last name	First and middle names

**Service Address** (address documents can be given personally, left for, faxed, or mailed to the Respondent)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit/site #	Street # and street name	City	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime phone number	Other phone number	Fax number for service of documents		

Yes, a Schedule of Parties (#RTB-26) is being used to add additional Respondents to this application and it is attached.

**Dispute Address** (address of the rental unit or manufactured home site)

<input type="text"/>	<input type="text"/>	<input type="text"/>	BC	<input type="text"/>
Unit/site #	Street # and street name	City	Province	Postal Code

**TO FILE THIS APPLICATION:**

1. On this page, fill in all the information boxes.
2. On page 2, check the boxes for the orders you are requesting and sign at the bottom.
3. Submit your application in-person at:
  - RTB Burnaby: 400 – 5021 Kingsway Avenue
  - RTB Kelowna: 101–2141 Springfield Road
  - RTB Victoria: 1<sup>st</sup> floor, 1019 Wharf Street
  - Any Government Agents Office
- Applications may also be submitted online at [www.rto.gov.bc.ca](http://www.rto.gov.bc.ca).
- Do not give a copy of your Application to the Respondent(s) until the Residential Tenancy Branch accepts it and you have paid the application fee or obtained a fee waiver.

RTB use only – date stamp & initial

**Office of Housing and Construction Standards**

Residential Tenancy Branch  
 Lower Mainland: 604-660-1020 Victoria: 387-1602 Elsewhere in BC: 1-800-665-8779  
 Website: [www.rto.gov.bc.ca](http://www.rto.gov.bc.ca)

#RTB – 1/06(2006/09/27)



PUT AN "X" BESIDE ALL THE ORDERS RELATED TO THIS CLAIM (use "other" if your claim is not on the list)

LANDLORD'S REQUEST FOR ORDERS	
Allow landlord to serve documents or evidence in a different way than required by the legislation	SS
Authorize landlord to change the locks on the rental unit	LA
End the tenancy early (before the end of the tenancy agreement)	ET
Monetary order for damage to the unit/site/property	MND
Monetary order for unpaid rent or utilities	MNR
Monetary order to keep all or part of pet damage deposit or security deposit	MNSD
Monetary order for money owed or compensation for damage or loss under the Act, regulation or tenancy agreement	MNDC
Order of Possession – Notice to End Tenancy given because employment with the landlord has ended	OPE
Order of Possession – Notice to End Tenancy given for unpaid rent or utilities (including early end of tenancy)	OPR
Order of Possession – Notice to End Tenancy given for landlord's use of the unit/site/property	OPL
Order of Possession – Notice to End Tenancy given for cause (including early end of tenancy)	OPC
Order of Possession – Notice to End Tenancy given because tenant does not qualify for subsidized housing	OPQ
Recover filing fee from the tenant for the cost of this Application	FF
Other (add an additional page if required, and sign it)	O
TENANT'S REQUEST FOR ORDERS	
Allow access to (or from) the unit/site for the tenant or tenant's guests	LA
Allow tenant to serve documents or evidence in a different way than required by the legislation	SS
Allow tenant more time to make an application to cancel a Notice to End Tenancy	MT
Allow tenant to assign or sublet because landlord's consent is unreasonably withheld	AS
Allow tenant to deduct the cost of repairs, services or facilities from the rent	RR
Authorize tenant to change the locks to rental unit	LA
Cancel a Notice to End Tenancy given because tenant does not qualify for subsidized housing	CNQ
Cancel a Notice to End Tenancy given because tenant's employment with the landlord has ended	CNE
Cancel a Notice to End Tenancy given for cause	CNC
Cancel a Notice to End Tenancy given for landlord's conversion of manufactured home park to other use	CNL
Cancel a Notice to End Tenancy given for landlord's use of rental property	CNL
Cancel a Notice to End Tenancy given for unpaid rent/utilities	CNR
End the tenancy early (before the end of the tenancy agreement)	ET
Monetary order for cost of emergency repairs	MNR
Monetary order for double the security deposit (the tenancy ended & a new address was given more than 15 days ago)	SD
Monetary order for money owed or compensation for damage or loss under the Act, regulation or tenancy agreement	MNDC
Monetary order for return of pet damage deposit or security deposit	MNSD
Order of Possession of the rental unit/site	OPT
Order the landlord to comply with the Act, regulations or the tenancy agreement	OLC
Order the landlord to make emergency repairs for health or safety reasons	ERP
Order the landlord to make repairs to the unit/site/property	RP
Order the landlord to provide services or facilities required by law	PSF
Order the landlord to return the tenant's personal property	RPP
Recover filing fee from the landlord for the cost of this Application	FF
Suspend or set conditions on the landlord's right to enter the rental unit	LRE
Other: (add an additional page if required, and sign it)	O

Date the Notice to End Tenancy referred to in this Application was served or received:	
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This Application includes a request for a Monetary Order. (Details must be provided to the Respondent with this Application.) THE TOTAL AMOUNT OF MONEY CLAIMED IS:	\$
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_