



A. Nature of Claim

Landlord Application OR Tenant Application

Order for possession based on: rent arrears nuisance cleaning/repairs or other, specify

Return of security deposit Breach of tenant's rights

Claims for these losses or Order:

Rent arrears/rent loss estimated \$ Cleaning and/or repairs estimated \$ Security deposit/guarantee Disposition of abandoned property Other, specify

Date of application:

Signature of applicant:

B. Rental Property Information

Street Address Suite No. City/Town/Village/Hamlet Postal Code Tenancy start end/last known day

C. Landlord Information

Landlord/agent name or Rentalsman ID # Mailing/service address Suite No. City/Town/Village Province Postal Code Contact: Work Home Fax If address unknown, email

D. Tenant Information

Tenant names Guarantee letter Case No. Present mailing address Suite No. City/Town/Village Province Postal Code Contact: Work Home Fax If address unknown, email

This application form is the first step in having the Office of Residential Tenancies resolve your residential landlord/tenant dispute. You should try to settle your dispute before applying to us.

After filing this form, you will receive a Hearing Notice and Claim (unless a landlord claims for just the security deposit/guarantee) with a date scheduled for a hearing at one of our hearing points throughout the province.

Method of Payment (choose only one)

Application fee: \$25 for any landlord application for security deposit only; \$30 for landlord application for possession or any application for any other type of claim \$5,000 or under; \$50 for any claim over \$5,000. If sent by fax, pay by credit card.

Regina 120 - 2151 Scarth Street, S4P 2H8 Saskatoon 105 - 122 Third Avenue North, S7K 2H6

For office use only Payment received by Credit card authorization no. Application group no. Application no.

REQUEST FOR SECURITY DEPOSIT AND INTEREST GUARANTEE, only

The Landlord should complete this side, **as well as the other**, if they **only** have a claim or wish to proceed **only** against the **security deposit and interest/guarantee** at this time. You can apply at a later date for any claims over and above the security deposit/guarantee if you can locate the Tenant(s). No Hearing notice and Claim will be issued. The Office of Residential Tenancies will serve any necessary documents.

I, _____, Landlord, or agent for the Landlord,
(Print name)

hereby certify the following to be true and correct to the best of my information and belief:

Tenant(s) name _____

Address of rental property _____

1. The Landlord has: a) no knowledge of the whereabouts of the Tenant(s) and has no means of finding out their whereabouts, **or**,
b) the current mailing address (residence/work/family/other) of the Tenant(s), is

2. The tenancy is now terminated and the Tenant(s) has caused the following losses (show all losses, even if more than security deposit, as they may be claimed if Tenant(s) disputes the security deposit):

- Rent arrears/loss (termination notice provided: yes no) \$ _____
- Month in arrears and/or lost _____ / _____ to _____ / _____
month year month year
- *Re-rented on _____ / _____ / _____
day month year

**If you are claiming rent loss but find a renter after filing this claim and haven't received an Order, please phone and advise.*

- Cleaning # of hours _____ \$ _____
Supplies \$ _____
Carpet Cleaning \$ _____
Other \$ _____ \$ _____

- Damages
Item _____ \$ _____
Item _____ \$ _____
Item _____ \$ _____
Item _____ \$ _____
Item _____ \$ _____ \$ _____

- Other (specify) _____ \$ _____
_____ \$ _____ \$ _____

Application fee

TOTAL CLAIM	\$ _____
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Note: A tenant may request a hearing to re-open an Interim order within 120 days of the Order. You should retain any supporting evidence. If the tenant disputes this security deposit claim, the hearing will also deal with your claims for over and above the security deposit. Any estimate of losses should be marked with *.

3. Nothing disqualifies me from any claim on the security deposit.

4. The total amount of security deposit, made up of: \$ _____ cash deposit held by the Landlord
\$ _____ interest on cash deposit held by the Landlord
\$ _____ guarantee (provide a copy of letter of guarantee)

Certified to be true and correct:

Signature

Date

This form must be received by the Office of the Rentalsman at the address on the reverse side within 7 business days of the end of the tenancy if the landlord is seeking a security deposit. If a forwarding address is known, or located by us, the Office of the Rentalsman will send a copy of this claim to the Tenant(s). They will have 7 business days to dispute the claim. If a dispute is filed, a hearing will be scheduled and you will be notified of the time and place. Otherwise, an Interim Order, reviewable within 120 days, will be issued based on the information provided above.