

Instructions to the Tenant

- 1. Complete the attached application form. Do not copy the application form.** Do not staple the application form, RTDRS will copy it when you come to our office. If you've downloaded it, print it single-sided. Provide the correct first and last names and current address(es) for the landlord(s). If incorrect or abbreviated names are used, it may cause problems for you in enforcing orders or judgments.
- 2. Mark your evidence.** "Evidence" is the legal word for things that prove what happened during the tenancy. Evidence may be what you and your witnesses say in the hearing. Evidence may also be documents such as leases or agreements, termination notices, receipts, invoices and photographs. Documents which will be used as evidence must be marked as "Items" (Item "A", Item "B", Item "C", etc). Write the Item letters on the application form in the spaces provided. Tape all photographs on letter sized paper single sided. For more information on evidence, see the *Evidence tips* on the RTDRS website.
- 3. Make and submit copies of your evidence.** You must make the correct number of copies of your evidence before you bring the application to the RTDRS office. The number of copies that you must make depends on the number of landlords listed as respondent(s) on your application form:
 - 1 Landlord - Original evidence plus 1 copy (Single - Sided)
 - 2 Landlords - Original evidence plus 2 copies (Single - Sided)
 - 3 Landlords - Original evidence plus 3 copies (Single - Sided)
- 4. The RTDRS filing fee is \$75.00, and is payable at the time of filing. Bring the completed application form and correct number of evidence copies (from #3 above) to the RTDRS office.** When you file your application with the RTDRS, you will receive a *Notice of Hearing* form that gives the date, time and location of the hearing. The *Notice of Hearing* form plus the filed application form and your evidence are called the "application package." *Fees may be reduced or waived for low-income Albertans.
- 5. Serve the application package(s) on the landlord(s).** The legal words for giving the application package to the landlord(s) are "service" or "serve." You must **serve the application package on the landlord(s) at least 3 clear days before the hearing date**. Correct service is important to avoid delays in hearing your application. For more information on service, see the *RTDRS Document Service* tips on the RTDRS website.
- 6. Complete an Affidavit of Service by Tenant form** stating how and when you served the application package to the landlord(s). This form is available on our website at www.rtdrs.alberta.ca. Bring this form to the RTDRS office on the day of the hearing. You can also submit this form using the RTDRS eFiling Service. See the RTDRS website for more information.

Attendance It is important to be on time for your hearing. You may arrange to have an agent or representative attend the hearing on your behalf. If you or your agent/representative are unable to attend at the date and time scheduled, please contact the RTDRS at **310-0000, then 780-644-3000** for other possible options. If you or your agent/representative do not attend, your application may be dismissed.

Settling your dispute If you settle your dispute before the hearing, or decide not to proceed, file a *Notice of Withdrawal* with the RTDRS and notify the landlord(s). Filing fees are not refunded for withdrawn applications.

FOR MORE INFORMATION Forms and information are located at the RTDRS offices and at www.rtdrs.alberta.ca. Click on *Rules of Practice and Procedure* for information on the hearing process.

Residential Tenancy Dispute Resolution Service (RTDRS)

Unit 112, 10025-102A Avenue NW
Edmonton Alberta T5J 2Y8
Fax: 780-644-2266

Main Floor, Rocky Mountain Plaza
180 - 615 Macleod Trail SE
Calgary Alberta T2G 4T8
Fax: 403-297-2669

Toll-free 310-0000
then dial 780-644-3000
www.rtdrs.alberta.ca

This personal information is being collected for the purpose of dispute resolution in accordance with the *Residential Tenancies Act*. If you have any questions please contact the RTDRS Administrator at toll free 310-0000, then 780-644-3000.

RTDRS Case No.

This is an application to the Residential Tenancy Dispute Resolution Service (RTDRS) for the following remedies under the *Residential Tenancies Act*:

- ☐ **Termination of the tenancy** (See page 2, section B)
- ☐ **Abatement (reduction) of rent** (See page 2, section C)
- ☐ **Damages (losses) for breach of tenancy agreement** (See page 2, section D)
- ☐ **Compensation for performing the landlord's obligation** (See page 3, section E)
- ☐ **Recovery of the security deposit** (See page 3, section F)

Tenant(s) / Applicant(s)

Tenant's Address for Service

City or Town

Province

Postal Code

Phone Number

Fax Number

Email Address:

Landlord(s) / Respondent(s)

Landlord's Address for Service

City or Town

Province

Postal Code

Phone Number

Fax Number

Email Address:

Rental Premises Address

City or Town

Province

Postal Code

Have you made an application with the Provincial Court or Court of Queen's Bench on this matter?

☐ Yes

☐ No

Have you been served with a Provincial Court or Court of Queen's Bench application on this matter?

☐ Yes

☐ No

Have you been served with a RTDRS application package by the respondent(s)?

☐ Yes

☐ No

If yes, provide RTDRS case number

Tenant(s) / Applicant(s)

Landlord(s) Respondent(s)

Rental Premises Address

Tenant's Evidence Summary

A. General

1. Rental premises type ☐ House ☐ Main Floor ☐ Basement ☐ Room ☐ Apartment ☐ Townhouse
☐ Other

2. Current rent per month Security deposit

3. Type of Tenancy ☐ Fixed term ☐ Month to month ☐ Other

4. Tenancy Agreement is attached ☐ Yes ☐ No, tenancy started on Date yyyy-mm-dd

Marked as "ITEM"

5. Are you still residing in the rental premises? ☐ Yes ☐ No, vacated on Date yyyy-mm-dd

6. Are there previous Orders or Judgments regarding this tenancy? ☐ No ☐ Yes, copy attached

Marked as "ITEM(S)"

B. Termination of the Tenancy and/or Recovery of Possession

I am applying to terminate the tenancy by Date yyyy-mm-dd, for the following reasons:

Was a notice to terminate served on the landlord? ☐ No ☐ Yes, copy attached

Attach all evidence supporting the termination request. Marked as "ITEM(S)"

C. Abatement of Rent

Provide reasons for the abatement (reduction) of rent request and explain the amount claimed:

Attach all evidence supporting the abatement and amount claimed. Marked as "ITEM(S)"

Total Claim form Abatement of Rent

D. Damages (Losses) Due to Breach of the Tenancy Agreement by the Landlord

Attach all evidence supporting the breaches and amount claimed. Marked as "ITEM(S)"

Total Claim for Damages

Tenant(s) / Applicant(s)

Landlord(s) Respondent(s)

Rental Premises Address

E. Compensation for Performing the Landlord's Obligation

Provide the reasons for the compensation and explain the amount claimed

Attach all evidence supporting the compensation and amount claimed.

Marked as "ITEM(S)

Total Claim for Compensation

F. Recovery of Security Deposit

1. Has the security deposit, or any part of it, been returned to you?

☐ No

☐ Yes, date returned:

Date yyyy-mm-dd

2. Was a move-in inspection done?

☐ No

☐ Yes, copy attached

Marked as "ITEM(S)

3. Was a move-out inspection done?

☐ No

☐ Yes, copy attached

Marked as "ITEM(S)

4. Did you receive a Statement of Account for your security deposit? ☐ No

☐ Yes, copy attached

Marked as "ITEM(S)

Provide details of your claim for recovery of the security deposit

Attach all evidence supporting the amount claimed.

Marked as "ITEM(S)

Total Claim for Return of Security Deposit

G. Costs of Filing this Application

☐ I am claiming the \$75.00 RTDRS filing fee.

☐ I am claiming the following other costs of filing this application.

Attach all evidence supporting the amount claimed.

Marked as "ITEM(S)

Total Claim for Costs

Total Amount Claimed for this Application (C + D + E + F + G) =

\$0.00

Tenant(s) / Applicant(s)

Landlord(s) Respondent(s)

Rental Premises Address

Witnesses ☐ I will ☐ I will not **call witnesses to give evidence.**

Witness names

By filing this application I confirm that my claim is less than \$50,000. I understand that I am abandoning any part of my claim that is over \$50,000. I understand that I cannot recover any part of the claim that has been abandoned either at the RTDRS or any court.

Applications can be made to the RTDRS within 2 years from the date the claim is discovered.

Position (e.g. Tenant, Agent, Representative, etc.)

Print Name

Date yyyy-mm-dd

Dated

Signature

RTDRS OFFICE USE ONLY

RTDRS Information Officer Name

Filing fee paid by ☐ AMEX ☐ Cheque ☐ Debit ☐ Mastercard
☐ VISA ☐ Money Order ☐ Waived Filing Date