

**FORM DIRECTIONS:** If you are accessing this form from the B.C. Government website, it can be filled out at the computer workstation. It can also be printed and completed by hand. If completing sections by hand, please *print clearly, using dark ink*. If you are completing this form at a computer, simply type in your response in the boxes. If you cannot complete all the sections at the computer right away, you can print off what you have completed, and fill in the remaining fields by hand. It's important to note that you **cannot save** the completed form to your computer; therefore, after you complete the form, make sure you review the form for accuracy and print the number of copies you require **before** you leave the document or shut down the program/computer.

Regarding service of the  
**attached** Notice to End  
Tenancy (check one):

- ☐ 10 Day Notice to End Tenancy for Unpaid Rent or Utilities (form RTB-30)
- ☐ One Month Notice to End Tenancy (form RTB-33)
- ☐ Two Month Notice to End Tenancy (form RTB-32)
- ☐ Twelve Month Notice to End Tenancy (form RTB-31)

**Full name of landlord** (when landlord's name is a business name, enter the full legal business name in the 'last name' box)

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last name or the full legal business name

first and middle names

**Landlord address:** (current address for service of documents)

**Phone Number**

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unit

street number

and

street name

city

province

postal code

area code

number

**RENTAL UNIT ADDRESS:** (as recorded on the tenancy agreement)

			B.C.	
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site/unit number

street number and street name

city

province

postal code

## SERVICE OF NOTICE TO END TENANCY

The Notice was served at  AM/PM on the  day of , 20  to

**Full name of person being served, as the name appears on the tenancy agreement:**

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**Tenant address:** (address where documents were served)

**Phone Number**

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unit

street number

and

street name

city

province

postal code

area code

number

by (check all that apply):

- 1 ☐ Hand delivering a copy to the person
- 2 ☐ Sending a copy by registered mail to the tenant's residence or address for service of documents
- 3 ☐ Leaving a copy with an adult who apparently lives with the tenant (describe in *Special Details* below)
- 4 ☐ Leaving a copy in the mail box or mail slot at the tenant's residence (cannot be used for a Direct Request)
- 5 ☐ Attaching a copy on the door or other conspicuous place (describe in *Special Details* below)
- 6 ☐ Faxing a copy to the tenant's fax number provided for service (cannot be used for a Direct Request)
- 7 ☐ As ordered by the Director of the Residential Tenancy Branch (attach copy of substituted service order)

**SPECIAL DETAILS:** (describing who the document was left with for option 3 or where it was left for option 5)

In the box below, please describe how you know the adult lives with the tenant or the conspicuous place where you attached the *Notice to End Tenancy* or why you sent it to a different address than the rental unit.

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**Residential Tenancy Branch**

Office of Housing and Construction Standards

#RTB-34 (2014/09)

## CONFIRMATION

Provide confirmation of service by providing *one* of the following:

- ☐ **Registered mail receipt** with clearly legible detailed information
- ☐ Fax transmission report *attached*

☐ Witness statement:

On **Date:**    I observed   
day month year (Name of person serving notice)

give a *Notice to End Tenancy*

to  by   
(Name of person being served) (Description of how notice was served)

Name:  **Date:**     
(Name of witness) (Please print) day month year

**Signature:** \_\_\_\_\_

☐ Hand delivery receipt (to be completed by the person receiving the notice):

On  I received   
(Date & time) (description of what was given to you)

from   
(Name of person who gave you the notice)

Name:   
(Name of person receiving the notice)

**Signature:** \_\_\_\_\_

## SIGNATURE

I confirm I served the *Notice to End Tenancy* in the way described on Page 1.

**Signature:** \_\_\_\_\_ **Date:**     
(Signature of person serving the notice) day month year

**Full name of person serving the notice**, including, if applicable, company name

**Address of person serving the document(s)** ☐ Same address as landlord (p. 1)

**Phone Number**

unit street number and street name city province postal code area code number

Your personal information is collected under section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of administering the *Residential Tenancy Act* and *Manufactured Home Park Tenancy Act*. If you have any questions regarding the collection of your personal information, please contact an information officer by calling 604-660-1020 in Greater Vancouver; 250-387-1602 in Victoria; or 1-800-665-8779 elsewhere in B.C.

### FOR MORE INFORMATION

RTB website: [www.gov.bc.ca/landlordtenant](http://www.gov.bc.ca/landlordtenant)

Public Information Lines 1-800-665-8779 (toll-free) Greater Vancouver 604-660-1020 Victoria 250-387-1602