

# Application for Dispute Resolution by Direct Request

#RTB – 12-LDR

For RTB Use only: File #

☐ **RTB use only:** This application has been scheduled for a participatory hearing as a Landlord's Application for Dispute Resolution.

☐ This application is being made under the *Manufactured Home Park Tenancy Act*

☐ This application is being made under the *Residential Tenancy Act*

**LANDLORD(s):** (Applicant(s): the person asking for dispute resolution)

If additional space is required to list all parties, use and attach the *Schedule of Parties* form (RTB-26).

last name or the full legal business name

first and middle names

last name

first and middle names

**Applicant Address** (address for service of documents or notices – where material will be given personally, left for, faxed, or mailed)

unit/site #

street # and street name

city

province

postal code

daytime phone number

other phone number

fax number for document service

☐ Yes, a *Schedule of Parties* (form RTB-26) is being used to add more Applicants to this application and it is attached.

☐ Yes, the Mailing Address is different from the Applicant Address and it is attached.

**DISPUTE ADDRESS:** (address of the rental unit or manufactured home site)

unit/site #

street # and street name

city

BC  
province

postal code

**TENANT(s):** (Respondent(s): the other party to the dispute)

If additional space is required to list all parties, use and attach the *Schedule of Parties* form (RTB-26).

last name

first and middle names

last name

first and middle names

**Respondent Address** (address for service of documents or notices – where material will be given personally, left for, faxed, or mailed)

unit/site #

street # and street name

city

province

postal code

daytime phone number

other phone number

fax number for document service

☐ Yes, a *Schedule of Parties* (form RTB-26) is being used to add more Respondents to this application and it is attached.

☐ Yes, the Mailing Address is different from the Respondent Address and it is attached.

## TO FILE THIS APPLICATION:

Submit your application and required materials in person to:

• RTB Burnaby: 400 – 5021 Kingsway

• Any Service BC office

Do not give a copy of the 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

**Residential Tenancy Branch**

Office of Housing and Construction Standards

#RTB-12-LDR (2015/04)

# Application for Dispute Resolution by Direct Request

## NATURE OF DISPUTE:

### Order of Possession

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Ending tenancy, and seeking an Order of Possession:

☐ The tenant has not paid rent or utilities.....OPR

All applications **must** include details of rent or utilities owing even if you are not requesting a monetary order.

### Details of Rent or Utilities Owing

Month and date rent was due	Amount owed	Portion paid since rent was due	Date of partial payment	Amount owed for unpaid rent	
e.g. example July 1, 2014	example \$900	example \$300	example July 6, 2014	example \$600	
Month and date utility payment was due	Name of utility	Total amount of bill	Tenant(s) share, as per tenancy agreement	Date of written demand for utility payment	Utilities owed
e.g. example June 30, 2014	example Fortis BC Gas	example \$384.17	example 40%	example May 20, 2014	example \$153.66
Total amount owing					
Amount owing should be equal to or less than the amount on the 10 Day Notice to End Tenancy					

Attach additional page(s) if necessary.

When making a claim for utilities, attach copies of the bill(s) & demand letter(s).

If any rent has been paid since issuing the Notice to End Tenancy, provide copies of rent receipts.

### Monetary Order:

☐ For unpaid rent or utilities ..... MNR

The request for a Monetary Order is for the following amount:

\$

This Application **must** include the required supporting documents for a Direct Request.

See instructions for a list of required supporting documents.

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

Date:

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

## Instructions for Application for Dispute Resolution by Direct Request

### IMPORTANT INFORMATION AND INSTRUCTIONS WHEN APPLYING FOR A DIRECT REQUEST using the Application for Dispute Resolution by Direct Request (form RTB-12LDR)

**Note:** landlords are not required to serve this page to tenants with the Application.

In order for your application to be considered for the Direct Request process, please note:

- If the tenant has applied to dispute the notice to end tenancy, you may not apply for a Direct Request.
- A landlord may only apply for Direct Request once 5 days have passed since the date the *10 Day Notice to End Tenancy* (form RTB-30) is deemed received by the tenant.

#### **Ensure you have included copies of the following required supporting documents:**

A copy of the two-page *10 Day Notice to End Tenancy* (form RTB-30) served to the tenant

A copy of the *Proof of Service Notice to End Tenancy* document (form RTB-34)

A copy of the *tenancy agreement (including the addendum if there is one)*

#### **Ensure you have included copies of the following required supporting documents, if applicable:**

Written demand to pay utilities, when payment for utilities is required

A copy of all Notices of Rent Increase since the the tenancy began, if rent has increased

A copy of any receipts for rent paid after the *10 Day Notice to End Tenancy* (form RTB-30) was issued

**Note:**

- The tenancy agreement must specify the date on which rent is due. All pages (including the addendum) of the tenancy agreement must be submitted. The tenancy agreement must be fully completed and signed by all parties.
- All dates, including dates of service of the *10 Day Notice to End Tenancy* (form RTB-30), must be consistent on all documents submitted with this application.

### INSTRUCTIONS

- Check the box at the top of the application that corresponds to the legislation related to your dispute.
- Enter the full legal names of the applicant and respondent. The landlords' and tenants' names and addresses must be identical on all documents submitted with this application. Any discrepancies should be supported with relevant documentation.
- Dispute address: enter the address of the rental unit or manufactured home site.
- Nature of the dispute: check all items that relate to your claim.
- **Order of Possession:** landlord must provide details of service of Notice to End Tenancy.
- The landlord must provide details of the rent or utilities owing for all applications. If these details are not clear, your Application may be dismissed or dismissed with leave to re-apply. Contact the Residential Tenancy Branch if you need help completing this information.
- **Monetary Order:** landlord must complete details of monetary claim.
- **Do not make claims other than unpaid rent or utilities.** Late fees, NSF charges, future rent losses, deposits, repair costs and the Direct Request filing fee may not be claimed through this process.
- Signature: Make sure the application is signed and dated