

**How to use this form:**

- Paper forms must be submitted in person at a Service BC Centre that accepts RTB forms or the Burnaby Residential Tenancy Branch office.
- The online application is available 24/7 from any computer or mobile device:  
[www.gov.bc.ca/landlordtenant/online](http://www.gov.bc.ca/landlordtenant/online)
- This application requires a \$100 filing fee.
- No other dispute issues can be requested with this application except to recover the filing fee.

**Important information about your application:**

- Your application will not be processed unless all required information is provided and legible and the \$100 filing fee has been received, or a fee waiver application has been approved.
- Required information includes:
  - Key dispute information
  - At least one issue selected
  - At least one respondent with full name
  - Signature

**IMPORTANT:** You must be able to serve documents to each respondent in a method allowed by [BC tenancy Laws](#).

- If you cannot serve documents in person, do not have the service address of each respondent, or do not have a written agreement with each respondent to serve documents by email.
- You can apply for substituted service by completing a paper application (form RTB-13) with this application, substituted service requires you to indicate the alternate way you want to serve the documents with proof the respondent would receive them. If you are unable to serve documents your dispute may not proceed and your filing fee will not be refunded.

**Form Sections**

Section 1: Key Dispute Information

Section 2: Second Applicant Information

Section 3: Respondent Information

Section 4: Common Requests for Order(s) of Possession

Section 5: Other Landlord Issues

Section 6: Signature

**Section 1: Key Dispute Information**

Are you seeking resolution by Direct Request Process for an Expedited Return of a Deposit?

No

 Yes ( Do **not** use this form, use #RTB 12T-DR)

Is the tenant still living in the rental unit?

 No (Do **not** use this form, use #RTB12T-PT)

Yes

What is being rented?

A home, suite, or apartment

A site in a manufactured home park

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. If you have any questions regarding the collection of your personal information, please call 604-660-1020 in Greater Vancouver; 250-387-1602 in Victoria; or 1-800-665-8779 elsewhere in B.C.

Does the tenant own the manufactured home? (if applicable) ?		
No	Yes	
Was a security deposit provided to the landlord by the tenant?		
No	Yes	Amount \$:
Was a pet damage deposit provided to the landlord by the tenant?		
No	Yes	Amount \$:

Rental Unit/Site Address:				
site/unit #	street # and name	city	province	postal code

Primary Applicant Contact: (This main contact responsible for serving documents on all parties. The Residential Tenancy Branch will contact this person about this dispute	
first and middle name	last name
email address (for RTB use only)	contact phone number
<input type="checkbox"/> Tick here if email is the preferred method of contact	<input type="checkbox"/> Tick here if phone is the preferred method of contact

site/unit #	street # and name	city	province	postal code
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How does the primary applicant want to receive the Notice of Dispute Resolution Proceeding package?  
 By email (email address must be provided above, and you must be able to print documents)  
 Pick up at a Service BC Centre or the Burnaby Residential Tenancy Branch Office during business hours

**Section 2: Second Applicant Contact (if applicable)**

The second applicant is a(n):	Individual	Business	Agent or Lawyer	Advocate or Assistant
business name (if a business)				
first and middle name	last name			
email address (for RTB use only)	contact phone number			

site/unit #	street # and name	city	province	postal code
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Use form #RTB-26 Schedule of Parties to include additional parties and/or a separate mailing address. Submit with this application <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/forms>

I am including form #RTB-26 for additional parties and/or mailing address

**Section 3: Respondent Information (Full legal names required for each respondent )**

First Respondent: What contact information do you have for this respondent?

first and middle name		last name		
business name (if a business)				
email address		contact phone number		
site/unit #	street # and name	city	province	postal code

I am including form RTB 13 for Substituted Service

**Second Respondent Information: What contact information do you have for this respondent?**

first and middle name		last name		
business name (if a business)				
email address		contact phone number		
site/unit #	street # and name	city	province	postal code

Use form #RTB-26 Schedule of Parties to include additional parties and/or a separate mailing address. Submit with this application <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/forms>

I am including form #RTB-26 for additional parties and/or mailing address  
I am including form RTB 13 for Substituted Service

**Section 4: Issue Selection**

I want to recover my \$100 filing fee for this application

Choose one of the issue options below:

I want to request an Order of Possession  
**OR**

I need the landlord to make emergency repairs for health and safety reasons. I have contacted the landlord to make the repairs, but they have not been completed

Describe why this request is being made:

## Serving Notice of Dispute Resolution Proceeding to Landlord(s)

How will you serve the Notice of Dispute Resolution Proceeding to the Respondent(s)?

In person

Posting on the door of the Landlord or agent

Registered mail

By email to an address provided for service

## Section 5: Supporting Documents and Information

(supporting documents means any evidence you wish to rely on to support your application. You must provide the Residential Tenancy Branch with all evidence at the time of filing your application)

Tenancy agreement

Witness statements, photographic, and/or audio evidence

Other (specify below)

## Section 6: Declaration: By signing below, I certify that:

- I am the primary applicant or an authorized agent of the primary applicant.
- All information that is being provided in this application is true, correct, and complete to the best of my knowledge.
- I understand it is a legal offense to provide false or misleading information and evidence to the Residential Tenancy Branch.
- By signing this application, I have the authority to act on behalf of the applicant(s) as the primary applicant for this dispute and that I will share all communication about this dispute with the other applicant(s) if more than one applicant is listed on this form.
- I authorize the Residential Tenancy Branch to enter this information on my behalf.

DD/MM/YYYY

full name of primary applicant (print)

signature of primary applicant

## Residential Tenancy Branch Contact Information:

Email: [HSRTO@gov.bc.ca](mailto:HSRTO@gov.bc.ca) Note: Evidence cannot be submitted by email.

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

Phone: (604) 660-1020 in Greater Vancouver; (250) 387-1602 in Victoria, 1-800-665-8779  
DO NOT CALL THIS NUMBER FOR YOUR HEARING

In Person: **Lower Mainland**

400 - 5021 Kingsway

Burnaby, BC, V5H 4A5

**Outside of Lower Mainland**

Visit one of our many Service BC Offices, listed at [www.servicebc.gov.bc.ca](http://www.servicebc.gov.bc.ca)

## Important Notes

- Under Rule 10 of the Rules of Procedure, the director has established an expedited hearing process for a landlord application to end a tenancy early (section 56 of the Residential Tenancy Act or 49 of the Manufactured Home Park Tenancy Act), and tenant application for emergency repairs (section 33 of the RTA or 27 of the MHPTA), or an Order of Possession for the rental unit or site (section 54 of the RTA or 57 of the MHPTA).
- Expedited hearings are for emergency matters, where urgency and fairness necessitate shorter service and response time limits, other applications are not considered for an expedited hearing
- An Expedited hearing cannot be combined with other claims **except** a request for repayment of the filing fee..
- An expedited hearing is typically scheduled between 12 and 16 days after the application is made, but in extremely urgent cases, it may be heard as soon as 6 days after the application is made subject to an available slot.
- The director has the discretion to decide what constitutes an extremely urgent case.
- The RTB has issued a standing order to establish which method the applicant can use to serve Dispute Resolution documents and evidence to the respondent.
- Applications for expedited hearings may not be amended to include other claims and may only be amended at the hearing with the permission of the arbitrator.
- Failure to comply with the rules of procedure or policy guidelines may result in the expedited hearing being dismissed or adjourned to a later date.
- The onus is on the applicant to prove their case through testimony and evidence provided for the hearing. The applicant must give (“serve”) a copy of your evidence to the other party.
- Emergency repairs include major leaks in plumbing or the roof, damaged or blocked water or sewer pipes, the primary heating system, damaged or defective locks that give access to a rental unit, electrical systems, and are necessary to protect the health or safety of anyone, or to preserve the residential property.
- To obtain an order of possession, a tenant must prove they have a tenancy agreement with the landlord that support they have a right to be in possession of the rental unit.
- For more information see [Policy Guideline 51: Expedited Hearings](#)