

FORM DIRECTIONS: If you are accessing this form from the B.C. Government website, it can be filled out at a 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 close the document or shut down the program/computer.

RTB File #:

Applicant Information: (person requesting the alternate hearing format)

Tenant	Landlord
first and middle name	last name

Applicant Address: (address for service of documents)

site/unit #	street # and name	city	province	postal code

Dispute Address:

site/unit #	street # and name	city	province	postal code

What is the date and time of your hearing? (as noted on your dispute resolution package)	Date (DD/MM/YYYY)	Time
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Request for alternate hearing format:

I am requesting an alternate hearing format on the grounds of: (choose all that apply. You must provide sufficient evidence to support your claim)

<input type="checkbox"/> History of abusive interactions <input type="checkbox"/> Physical or mental disability <input type="checkbox"/> Physical, geographic, or language barrier	<input type="checkbox"/> Both parties have legal representation <input type="checkbox"/> Large number of participants
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I am requesting the following type of alternate hearing: In person Written Other

Please provide details of your alternate hearing request below: (use additional sheet if required)

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.

Please Note:

- Alternate hearings are only granted in exceptional circumstances.
- You must clearly demonstrate in your request how your situation meets the requirements to grant an alternate hearing. Refer to Policy Guideline 44: Format of hearings for more information.
- You must submit all supporting evidence with this request form.
- The other party must be given an opportunity to respond to the request for an alternate hearing format.
- The RTB will contact the other party to determine their position on an alternate hearing format and the submissions and evidence of both parties will be taken into consideration when making a decision. You will receive a written decision regarding your request.
- If your request for an in person hearing is granted, you are responsible for all costs associated with your attendance at the hearing. There may be a significant distance to travel to a location where an in person hearing is held.
- **Submit this form in person to the Residential Tenancy Office in Burnaby or a ServiceBC office.**

Deadline: You **must** submit your request within **3** days of the date you received the Notice of Dispute Resolution proceeding package or are deemed to have received the Notice of Dispute Resolution proceeding.

Notice of Dispute Resolution Proceeding:	Date Issued: (DD/MM/YYYY)	Date received: (DD/MM/YYYYYY)
How did you receive the notice:		

Signature:

- I, the Applicant/Agent for the Applicant, apply to the Director of the Residential Tenancy Branch for an alternate hearing format

DD/MM/YYYY	full name of primary applicant (print)	signature of primary applicant
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Residential Tenancy Branch Contact Information:

Email: HSRTO@gov.bc.ca Note: Evidence cannot be submitted by email.
 Website: 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