

#RTB-37

Note: This worksheet will help you submit and present your evidence in a clear and organized manner. Use this worksheet when submitting evidence to the Residential Tenancy Branch and to the other party. For more information on serving evidence, visit our website: www.gov.bc.ca/landlordtenant

File #: You are the: Applicant
 RespondentYou are the: Landlord/Agent
 Tenant/Agent**Your full name** (if name is a business name, enter the full legal business name in the 'last name' box)

last name or the full legal business name

first and middle name(s)

last name or the full legal business name

first and middle name(s)

Dispute Address: (as recorded on the tenancy agreement)

site/unit number

street number and street name

city

B.C.

province

postal code

Your monetary claim is for:

- | | |
|--|--|
| <input type="checkbox"/> Unpaid rent/utilities | <input type="checkbox"/> Keeping/Returning all or part of deposits |
| <input type="checkbox"/> Costs of repairing damage | <input type="checkbox"/> Emergency repairs |
| <input type="checkbox"/> Cleaning costs | <input type="checkbox"/> Other losses: <input type="text"/> |

In support of your claim, you are submitting copies of the following documents:

- | | |
|---|---|
| <input type="checkbox"/> Tenancy agreement | <input type="checkbox"/> Utilities bills |
| <input type="checkbox"/> Move-in inspection report | <input type="checkbox"/> Photos (numbered and labelled) |
| <input type="checkbox"/> Move-out inspection report | <input type="checkbox"/> Receipts (itemized on reverse side) |
| <input type="checkbox"/> End of tenancy notice | <input type="checkbox"/> Invoices (itemized on reverse side) |
| <input type="checkbox"/> Forwarding address notice | <input type="checkbox"/> Written estimates (itemized on reverse side) |
| <input type="checkbox"/> Rent increase notice | <input type="checkbox"/> Letters/statements from third parties |
| <input type="checkbox"/> Returned cheques | <input type="checkbox"/> Other: <input type="text"/> |

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 INFORMATIONRTB website: www.gov.bc.ca/landlordtenant

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

Victoria 250-387-1602

Attach copies of receipts or professional estimates to support your claim.

Please number each document for easy reference.

<i>Document Number</i>	<i>Receipt / Estimate From</i>	<i>For</i>	<i>Amount</i>
#1			\$
#2			\$
#3			\$
#4			\$
#5			\$
#6			\$
#7			\$
#8			\$
#9			\$
#10			\$
Total monetary order claim			\$

Attach additional page(s) if necessary.

Print name

Signature
Landlord/Agent/Tenant
(please circle correct one)

Date