



How to use this form:

- This form must accompany the Tenant's Application for Direct Request for Return of Security Deposit and/ or Pet Damage Deposit (Form RTB 12T-DR)
- Paper applications must be submitted at a Service BC Centre or Residential Tenancy Branch in Burnaby
- The online application is available 24/7 from any computer or mobile device: www.gov.bc.ca/landlordtenant/online

Important information about your application:

- Your tenancy must have ended to receive the return of the security deposit and/or pet damage deposit.
- You must have provided your landlord with a forwarding address in writing.

Form Sections:

- Section 1: Key Applicant Information
- Section 2: Deposit Calculations
- Section 3: Tenancy Information
- Section 4: Condition Inspections
- Section 5: Declaration

Section 1: Key Applicant Information

Primary Tenant Contact:

first and middle name	last name
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Rental Unit or Site Address:

site/unit #	street # and name	city	province	postal code
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**Section 2: Deposit Calculations
Security Deposit (if applicable)**

Amount of security deposit paid	Date deposit provided to landlord	Deduction authorized by tenant or arbitrator	Portion returned by the landlord	Total amount requested
Example: \$500	2019-01-01	\$80	\$100	\$320

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.

Section 2: Deposit Calculations

Pet Damage Deposit (if applicable)

Amount of pet deposit paid	Date deposit provided to landlord	Deduction authorized by tenant or arbitrator	Portion returned by the landlord	Total amount requested
Example: \$500	2019-01-01	\$125	\$100	\$275

Section 3: Tenancy Information

How did the tenancy end?	The landlord and I mutually agreed to end the tenancy in writing
I provided Notice to my landlord	My lease ended
The landlord gave me a Notice to End Tenancy	Other:

Provide additional details about how the tenancy ended (explain the who, what, where, when, and why – such as the reason for ending the tenancy and when the notice was provided to one person by the other):

Date the tenancy ended or, if applicable, the effective date of the notice to end tenancy: DD/MM/YYYY

Date I vacated the rental unit: DD/MM/YYYY

Section 4: Condition Inspection:

Move-in condition inspection:

Yes	No	Were you given at least one opportunity to participate in a move-in condition inspection by the landlord?
Yes	No	I, or an authorized representative, participated in a move-in condition inspection (if you answered No , you must explain why in the space below)
Yes	No	Do you have a copy of the condition inspection report? (If you answered No , you must explain why in the space below)

Explain why you did not participate in the move-in condition inspection and/or why you do not have a copy of the condition inspection report:

Move-out condition inspection:

Yes No Were you given at least one opportunity to participate in a move-out condition inspection by the landlord?

Yes No I, or an authorized representative, participated in a move-out condition inspection (if you answered **No**, you must explain why in the space below)

Yes No Do you have a copy of the condition inspection report? (If you answered **No**, you must explain why in the space below)

Explain why you did not participate in the move-out condition inspection and/or why you do not have a copy of the condition inspection report:

Section 5: Declaration: By signing below, I certify that:

- There is no previous monetary order for the Tenant(s) to pay an amount to the Landlord(s) that remains unpaid
- I am not aware of a monetary order made against the Deposit(s) after the end of the tenancy
- I am the applicant or an authorized agent of the 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.
- I have provided the landlord with a security deposit and, if applicable, a pet damage deposit

DD/MM/YYYY

full name of primary applicant (print)

signature of primary applicant

Residential Tenancy Branch Contact Information

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

Website: www.gov.bc.ca/landlordtenant

Phone: Victoria: 250-387-1602 Vancouver: 604-660-1020, 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