

<b>File #:</b>		<b>Dispute Access Code:</b>		
<b>You are the:</b>		<b>You are the:</b>		
	Applicant		Landlord/Agent	
	Respondent		Tenant/Agent	
<b>Dispute Address:</b> (as shown on Application for Dispute Resolution)				
site/unit #	street # and name	city	province	postal code
<b>Digital Device:</b> (check which of the following digital devices you are using. These are the only devices that RTB will consider)				
DVD	CD	USB device/memory stick		
<b>Confirmation that both parties can access evidence:</b>				
NOTE: If you do not confirm that the other party is able to see and/or hear the evidence, your evidence might not be considered.				
	I have confirmed that the other party is able to see and /or hear the evidence on this digital device.			
	I will confirm before the hearing that the other party was able to see/hear the evidence on this digital device for at least seven full days.			
<b>Important Information:</b>				
For your digital evidence to be considered at a hearing, it must meet requirements set out in the Residential Tenancy Branch Rules of Procedure:				
<ul style="list-style-type: none"> <li>Digital evidence may include (but not limited to) photographs, audio recordings, video recordings or electronic versions of printable documents in an accepted format.</li> <li>You <b>must</b> provide a printed description of the digital device on this form.</li> <li>You must ensure all evidence submitted is served to the other party. Before the hearing, you <b>must</b> confirm that the other party can gain access to the files.</li> </ul>				
NOTE: If there is a virus on the digital device, the evidence will not be considered. You should submit your digital evidence with the printed description as soon as possible.				

**Please describe details of your digital evidence on page two.**

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 describe each digital evidence file in detail**

File Name	What it shows	Key point in audio or video file
Example: photo # 1 IMG0123.jpg	Living room, taken during move-in condition inspection, June 1, 2018	N/A
Example: video # 2 IMG0456.jpg	Video shows how hard it is to turn on hot water tap in kitchen; taken January 10, 2018	at timecode 21:02

Attach additional page(s) if necessary.

**This digital evidence was submitted by: (please print or type)**

first and middle name	last name
signature	date

**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