

**How to use this form:**

- Submit this form in person at a Service BC Centre that accepts Residential Tenancy Branch (RTB) forms or the Burnaby RTB office. The RTB office address is provided at the bottom of this form.
- There is no fee for a Request for Correction.

**Important information about your application:**

- This form is used to request a correction to a Dispute Resolution Decision or Order
- Do not re-argue the dispute
- Requests for correction must be made within 15 days after receiving the decision or order
- Include a copy of the decision or order and highlight the section(s) you wish corrected
- Examples of corrections include misspelled names, an incorrect address or mathematical errors.
- Making necessary corrections is important because an Order may not be enforceable through the courts if names or addresses are incorrect or incomplete.

**Form Sections**

Section 1: Key Requester Information

Section 2: Declaration

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 1: Key Request Information**

Who is filing this request? (please check one)				
I am a <b>landlord</b> , or I represent one		I am a <b>tenant</b> , or I represent one		
File Number (e.g., 123456789)				
Dispute Access Code (e.g., tQLKHXd)				
<b>Requester Information</b>				
First and middle name		Last name		
Primary phone number		Email Address <i>(recommended)</i>		
Site/unit #	Street # and name	city	province	postal code
Receive RTB documents by		Email	Pick up	
What document(s) are you seeking correction for?				
Decision		Monetary Order		
Order of Possession				
What is the date on the decision or order you are seeking correction for?		(DD/MM/YYYY)		
<i>Ensure the date matches the decision or order you would like to have corrected.</i>				

What date did you receive the document(s) that require(s) correction? (DD/MM/YYYY)

What type of error requires correction?

Typing or grammatical error

Obvious error

Math error

Inadvertent omission

Describe the details of the request such as: the error(s) that occurred, the corresponding page numbers, and what the correction should be.

**Section 2: Declaration:** By signing below, I certify that:

- I have the authority to make this request for correction.
- All information that is being provided in this request for correction is true, correct, and complete to the best of my knowledge.
- I understand it is a legal offence to provide false or misleading information and evidence to the RTB.
- I authorize the RTB to enter this information on my behalf.

Date (DD/MM/YYYY)

Full name of requester (print) or authorized agent:

Signature of requester or authorized agent

**RTB General Inquiries**

Email: [HSRTO@gov.bc.ca](mailto:HSRTO@gov.bc.ca) Do not submit evidence to the RTB by email.

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

Phone: Greater Vancouver: 250-387-1602

Victoria: 250-387-1602

Toll Free: 1-800-665-8779

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)