

Schedule of Parties

For RTB Use only: File #

If the form you are completing does not have enough room for additional applicants or respondents, use this Schedule of Parties to continue. It is to be filed with your completed application.

FORM DIRECTIONS: If you are accessing this form from the B.C. Government Web site, it can be filled out at the 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 where required. 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 leave the document or shut down the program/computer.

PARTY'S NAME and ADDRESS

Note: if the 'Legal Name' of a party is a 'business name', enter the full business name in the 'last name' box'.

(Check one) **Landlord** **Tenant** Other

Full Legal Name:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Last name

First name

Middle name(s)

Address Mailing address Service address (address where documents or notices are delivered)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Unit or site #

Street #

Street name

City

Province

Postal Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Area code Home phone number

Area code Business phone number

Area code Fax number

(Check one) **Landlord** **Tenant** Other

Full Legal Name:

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Last name

First name

Middle name(s)

Address Mailing address Service address (address where documents or notices are delivered)

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Unit or site #

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(Check one) **Landlord** **Tenant** Other

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Unit or site #

Street #

Street name

City

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Postal Code

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Area code Home phone number

Area code Business phone number

Area code Fax number

Residential Tenancy Branch

Office of Housing and Construction Standards
Ministry of Energy and Mines

Public Phone Lines: 1-800-665-8779 (toll free) 604-660-1020 250-387-1602

Website: www.rto.gov.bc.ca