

INSTRUCTIONS TO TENANT: PLEASE SERVE A COPY OF THIS REQUEST FOR REPAIRS BY:  
 (A) GIVING IT TO THE LANDLORD, AGENT OF THE LANDLORD,  
 OR ADULT PERSON RESIDING AT THE LANDLORD'S PREMISES.  
 (B) SENDING IT BY CERTIFIED MAIL TO LANDLORD OR AGENT OF  
 LANDLORD

**FORMAL REQUEST FOR REPAIRS**

Landlord's Name:	Tenant's Name:
Address:	Address:
Telephone Number - Residence: - Business:	Telephone Number - Residence: -Business:

I request your attention to the following repairs to my rental unit:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
 (TENANT)

(Attach extra sheets if necessary)

If repairs are not completed within a reasonable period of time, you may file a claim for repairs with the Residential Tenancies Division.

Residential Tenancies Act

- 9.(1)1. Condition of premises - the landlord shall provide and maintain the premises in a good state of repair and fit for habitation during the tenancy and shall comply with a statutory enactment or law respecting health, safety or housing and notwithstanding that a state of non-repair existed to the knowledge of the tenant before the relationship of landlord and tenant arose.

IMPORTANT INFORMATION ON OTHER SIDE

**IMPORTANT INFORMATION**

The Division will not accept an application for repairs unless:

- (1) A copy of this Form has been served on the landlord and the landlord has failed to make the repairs within a reasonable period of time.
- (2) The tenant's rent is paid up to date.

Proof of service of "**Formal Request for Repairs**" may include an affidavit by the person who served the notice or a completed A/R card from the post office.

26. **FORMAL REQUEST FOR REPAIRS:**

Sometimes a tenant may have repairs which need to be completed. In that case, the tenant must complete a “Formal Request for Repairs” form and serve on the landlord in accordance with instructions on form.

A formal request for repairs must be completed and delivered to the landlord before making an application for repairs. This request must be attached to the application for repairs.

The tenant must serve a copy of this request for repairs by:

- a) giving it to the landlord, agent of the landlord or adult person residing at the landlord’s premises

OR

- b) sending it by certified mail to the landlord or agent of the landlord.

The Division will not accept an application for repairs unless:

1. a copy of a “formal request for repairs” has been served on the landlord and the landlord has failed to make the repairs within a reasonable period of time
2. the tenant’s rent is paid up to date.

**Residential Tenancies Division - (26a)**

Please complete the information below and attach to claim and notice of hearing.

THIS SECTION MUST BE COMPLETED BY THE TENANT FOR THE DIVISION'S INFORMATION

- a) Do you owe the landlord any rent? \_\_\_\_\_
- b) When did you move into this rental unit? \_\_\_\_\_
- c) How much is your monthly rent? \_\_\_\_\_
- d) Have you given the landlord notice that you are moving? \_\_\_\_\_
- e) Has the landlord given you notice to move? \_\_\_\_\_  
If the answer to (d) or (e) is YES, when are you moving? \_\_\_\_\_
- f) Have you asked the landlord to do these repairs? \_\_\_\_\_
- g) Have you contacted any other office about these repairs? \_\_\_\_\_  
If the answer is YES, which office? \_\_\_\_\_