



# Dispute Resolution Services

Page: 1

Residential Tenancy Branch  
Office of Housing and Construction Standards

## DECISION

Dispute Codes      OPR, MNR

### Introduction

This matter proceeded by way of Direct Request Proceeding, pursuant to section 55(4) of the *Residential Tenancy Act* (the “Act”), and dealt with an Application for Dispute Resolution by the landlord for an Order of Possession and a monetary order for unpaid rent.

### Preliminary issue

The Direct Request process is a mechanism that allows the landlord to apply for an expedited decision, with that the landlord must follow and submit documentation exactly as the *Act* prescribes; there can be no omissions or deficiencies with items being left open to interpretation or inference as is the case before me.

In this case, the landlords have submitted three copies of the Proof of Service of the Notice of Direct Request Proceeding; however, the landlords have failed to properly fill out any of these forms as required under the Act.

As examples two the forms were signed by the landlord, but failed to indicate who served the document or who was served with the document. It also does not indicate the date time or method of service. The landlord should be aware this as a formal legal process they are required to properly complete their documents as there can be no omissions or deficiencies such as in this case.

As a result, I am not satisfied that the proof of service documents support the tenants were served. Therefore, I dismiss the landlord’s application with leave to reapply.

This decision is made on authority delegated to me by the Director of the Residential Tenancy Branch under Section 9.1(1) of the *Residential Tenancy Act*.

Dated: February 24, 2014

---

Residential Tenancy Branch

