



# Dispute Resolution Services

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Residential Tenancy Branch  
Office of Housing and Construction Standards

## **DECISION**

Dispute Codes OPR, MNR

### Introduction and preliminary matter

This non-participatory matter was conducted by way of a direct request proceeding, pursuant to section 55(4) of the Residential Tenancy Act (the “Act”), via the documentary submissions of the landlord, and dealt with an application for dispute resolution by the landlord for an order of possession for the rental unit and a monetary order for unpaid rent, pursuant to a 10 Day Notice to End Tenancy for Unpaid Rent or Utilities (the “Notice”).

In addition to other documentary evidence, the landlord submitted a 1 page tenancy agreement that did not include the tenant’s signature, only an initial noting that the tenant the terms in a separate Cleaning Requirements Sheet.

### Analysis and Conclusion

The direct request procedure is based upon written submissions only. Accordingly, written submissions must be sufficiently complete and must comply with the requirements of the Act in order to succeed. One of the documents that must be submitted in order to qualify for the direct request procedure is a tenancy agreement complying with the Residential Tenancy Regulation, as required by section 13(2) of the Act, which states that the tenancy agreement be signed by the landlord and the tenant, pursuant to section 12(1)(b) of the Residential Tenancy Regulation.

The landlord also submitted a Tenant Application, which I find is not part of the tenancy agreement.

As described above, I therefore find the landlord’s application under the direct request proceeding to be deficient as required by the Act and Regulations and I therefore I dismiss the landlord’s application with leave to reapply.

The landlord should not apply for a direct request proceeding unless all documents are prepared in accordance with the Act and Regulations. Therefore, the landlord may wish to submit a new application through the normal dispute resolution process which includes a participatory hearing.

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* and is being mailed to both the applicant and the respondent.

Dated: February 24, 2014

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Residential Tenancy Branch

