



# Dispute Resolution Services

Page: 1

Residential Tenancy Branch  
Office of Housing and Construction Standards

## **DECISION**

Dispute Codes OPR-DR, MNR-DR, FFL

This matter proceeded by way of an ex parte Direct Request Proceeding pursuant to section 55(4) of the Residential Tenancy Act (the Act) and dealt with an Application for Dispute Resolution filed by the Landlord for an order of possession and a monetary order for unpaid rent and to recover the filing fee.

In an ex parte Direct Request Proceeding, the onus is on the landlord to ensure that all submitted evidentiary material is in accordance with the prescribed criteria and that such evidentiary material does not lend itself to ambiguity or give rise to issues that may need further clarification beyond the purview of a Direct Request Proceeding. If the landlord cannot establish that all documents meet the standard necessary to proceed via the Direct Request Proceeding, the application may be found to have deficiencies that necessitate a participatory hearing, or, in the alternative, the application may be dismissed.

The Landlord submitted a signed Proof of Service Notice of Direct Request Proceeding which declares that they served the Tenant with a Notice of Dispute Resolution Proceeding and supporting evidence by registered mail on December 31, 2021.

Section 89 of the Act permits service of the Notice of Dispute Resolution Proceeding and supporting evidence by registered mail. A landlord must provide proof that they served the tenant with these documents.

Policy Guideline #39 describes a "Canada Post Registered Mail receipt showing the date and time of purchase and printed tracking report" as sufficient proof of service by registered mail.

In this case, although the Landlord submitted a Proof of Service Notice of Direct Request Proceeding, the Landlord did not submit sufficient proof of service by registered mail as described in Policy Guideline #39. Specifically, the Landlord did not submit a Canada Post registered mail receipt and a printed tracking report.

Considering the above, I find I am unable to confirm service of the Notice of Dispute Resolution Proceeding and supporting documents on the Tenant by registered mail in accordance with the Act and Policy Guideline #39. Therefore, I order that the Landlord's requests for an order of possession and a monetary order for unpaid rent are dismissed with leave to reapply.

As the Landlord has not been successful, I order that the Landlord's request for recovery of the filing fee is dismissed without 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: January 25, 2022

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Residential Tenancy Branch