



### IMPORTANT INFORMATION:

- A filing fee of \$50.00 must be paid with this application.
- This application must be postmarked or received by this Section within 7 days of receipt of the Order.
- The applicant will be required to serve each party to the order with a copy of the application for reconsideration not later than 15 days after submitting to the division. This must be served by personal service, courier, or a form of mail that provides evidence of receipt.
- **Failure to submit either an affidavit of service indicating that each party to the order was served with a copy of the request for reconsideration not later than 15 days after the request for reconsideration was submitted or a valid reason (in writing) why service has not been effected within the 15 day period may result in the application being refused.**

A request for reconsideration form is completed by a landlord or tenant only when they have a valid reason to object to the order issued by the Residential Tenancies Section.

When an application for reconsideration is received by the director within the required time limit, it is assigned to an officer (other than the officer who heard the case) for a review. The assigned officer may contact both parties for clarification of information.

The hearing co-ordinator may contact the applicant for clarification of information.

The Director will make one of four decisions:

1. Refuse the application
2. No change to the decision
3. Replace the decision with changes
4. A further hearing could be held

### APPEAL:

An appeal of a decision may be made to the Trial Division, Supreme Court.

An appeal shall be made not later than 30 days after receiving the order or within 30 days of receiving the reconsideration order.