



**Request to use Alternative Service**  
(Disponible en français)

**File Number:**

I am requesting that the Board allow me to use an alternative method to serve the other parties as per Landlord and Tenant Board Rule of Procedure 3.1.

**Requesting Party’s Name and Address**

First Name (If there is more than 1 landlord, complete a *Schedule of Parties* form and file it with this application.)

Last Name

Company Name (If applicable)

Street Address

Unit/Apt./Suite

Municipality (City, Town, etc.)

Prov.

Postal Code

Day Phone Number

Evening Phone Number

Fax Number

E-mail Address

**Address of Rental Unit**

**Street Number**

**Street Name**

**Street Type (e.g. Street, Avenue, Road)**

**Direction (e.g. East)**

**Unit/Apt. Suite**

**Municipality (City, Town, etc.)**

**Prov.**

**Postal Code**



**1) Explain how you have already tried to serve the other party. You must have already tried to serve the other party using the regular methods before making this request.**

**2) What alternative method of service would you like to use? Explain why you think the party will receive the documents using this method.**

Use additional sheets if necessary

**Signature**     Landlord     Landlord Representative     Tenant     Tenant Representative     Other

First Name

Last Name

LSUC #

Phone Number

Signature

Date (dd/mm/yyyy)

**For Board Use Only:**

The request to use alternative method of service is:

Granted

Denied

Reasons:

Approved method:

Deadline for service:

Name of Member:

Signature:

Date: