

**RESIDENTIAL TENANCIES BRANCH**

If you are applying for substitutional service of a Notice of Hearing - Fine, you must submit a fee of **\$20.00** with this application. If you are sending the application by mail, please include a cheque or money order payable to the Minister of Finance. Do not send cash through the mail.

**Our address:** Residential Tenancies Branch, 113 – 59 Elizabeth Drive, Thompson MB R8N 1X4

\_\_\_\_\_  
Condominium Corporation/Director/Contact Person                      Address                      Postal Code

**And**

\_\_\_\_\_  
Unit Owner                      Address                      Postal Code

**APPLICATION FOR SUBSTITUTIONAL SERVICE**

<b>Address of Condominium Unit:</b> _____
Postal Code _____

I, \_\_\_\_\_, have tried to give a copy of the  
(name of unit owner)

**Notice of Hearing - Fine**

to \_\_\_\_\_ by: (provide details of attempts and explain why they failed)  
(name of condominium corporation)

I request approval of substitutional service and suggest the following alternative methods by which the document could be given: \_\_\_\_\_

I believe that the other party(s) will receive the documents if served this way because: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant or Agent

**\*\*IMPORTANT INFORMATION ON OTHER SIDE\*\***

## **Important Information**

Substitutional Service is approved only where

- (a) the applicant has made reasonable attempts to locate and serve the other party; and
- (b) there is a reasonable probability that substitutional service will result in actual notice to the party being served.

Examples of methods of substitutional service:

1. Posting the document on the door or placing it under the door of the condominium corporation's place of business;
2. Leaving the document with someone who is known to be in regular contact with the condominium corporation to be served; and/or
3. Placing an advertisement in a newspaper in the area where the condominium corporation carries on business.

If a hearing was previously scheduled on this matter and the Branch approves this Application for Substitutional Service, it will:

- issue a written approval to the applicant; and
- set a new hearing date, if necessary.