

RESIDENTIAL TENANCIES BRANCH

If you are applying for substitutional service of a Notice of Appeal – 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, 1700 – 155 Carlton St., Winnipeg MB R3C 3H8

Condominium Corporation/Director/Contact Person Address Postal Code

And

Unit Owner Address Postal Code

APPLICATION FOR SUBSTITUTIONAL SERVICE

Address of Condominium Unit: _____ Postal Code _____
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I, _____, have tried to give a copy of the
(name of unit owner)

Notice of Appeal - 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.