

**OCCUPANT/TENANT INFORMATION**

Name(s) _____ _____ _____ Address: _____ _____ Postal Code: _____	Phone Number: _____ Minors in the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No Tenant Mobility Concerns? <input type="checkbox"/> Yes <input type="checkbox"/> No Additional Information: _____ _____ _____
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**TENANCY/AGREEMENT DETAILS**

<b>Property Type:</b> <input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Upstairs <input type="checkbox"/> Downstairs <input type="checkbox"/> Other: _____ <b>Tenancy Term:</b> <input type="checkbox"/> Fixed Term <input type="checkbox"/> Month to month <input type="checkbox"/> Other: _____	Date Current Tenancy Began: _____ Was there a previous agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No Monthly Rent: _____ Security Deposit Amount: _____ Security Deposit Received? <input type="checkbox"/> Yes <input type="checkbox"/> No Landlord Name: _____ Has an eviction notice been served? <input type="checkbox"/> Yes <input type="checkbox"/> No Notice Expired: _____
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**DEFAULT DETAILS**

<b>Substantial Breach:</b> <input type="checkbox"/> 21(a) Tenant has failed to pay rent when rent is due <input type="checkbox"/> 21(b) Tenant has interfered with the rights of the landlord or other tenants in the premises <input type="checkbox"/> 21(c) Tenant has performed illegal acts in the premises <input type="checkbox"/> 21(d) Tenant has endangered other persons or property in premises <input type="checkbox"/> 21(e) Tenant has done or permitted significant damage to the premises. <input type="checkbox"/> 21(f) Tenant failed to maintain the premises in a reasonably clean condition <input type="checkbox"/> 21(g) Tenant failed to vacate the premises at the expiration/termination of the tenancy
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**LANDLORD/INSTRUCTING PARTY INFORMATION**

Instructing Party Name: \_\_\_\_\_

Instructing Party Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I/We warrant that we have a good and valid claim for action as instructed herein. I/We hereby agree to protect and indemnify you, your Bailiff or agent against any and all claims that may be made against you under this authority, and to defend any action against you in respect thereof. We undertake to pay your fees as reasonably incurred.

\_\_\_\_\_  
Landlord/Agent Signature

\_\_\_\_\_  
Date

## EVIDENCE ATTACHMENTS

Please provide the following attachments, if applicable with your Letter of Instruction. These attachments will enable us to achieve the desired outcome for your hearing.

**21(a) Tenant has failed to pay rent when rent is due**

Tenancy Agreement	Ledger/Statement of Account	Previous Court Order
Rental Increase Notice(s)	Previous Eviction/Demand Notices Served	Utility Bills

**21(b) Tenant has interfered with the rights of the landlord or other tenants in the premises**

Tenancy Agreement	Sworn Statements from the landlord or other tenants	Previous Notices Served regarding the interference
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**21(c) Tenant has performed illegal acts in the premises**

Tenancy Agreement	Sworn Statements regarding the illegal acts	Previous Court Order
Police Report/ Report number and officer contact information	Previous Notices Served regarding the illegal acts	Any other documentation regarding the illegal acts

**21(d) Tenant has endangered other persons or property in premises**

Tenancy Agreement	Sworn Statements from victims	Previous Court Order
Sworn Statement from Landlord	Previous Notices Served	Any other documentation regarding this breach

**21(e) Tenant has done or permitted significant damage to the premises.**

Tenancy Agreement	Move in Photos / Move in Report <i>**Photos must be numbered. Provide a move in photo Ledger with details on each photo</i>	Current Photos/ Move out photos <i>**Photos must be numbered. Provide a move out photo Ledger with details on each photo</i>
Repair Quotes <i>You must provide two independent quotes for each item repaired</i>	Previous Notices Served regarding the damage	Receipts for repairs <i>You must provide receipts for all repair work completed on the premises</i>

**21(f) Tenant failed to maintain the premises in a reasonably clean condition**

Tenancy Agreement	Move in Photos / Move in Report <i>**Photos must be numbered Provide a Photo Ledger with details on each photo</i>	Current Photos <i>**Photos must be numbered Provide a Photo Ledger with details on each photo</i>
Previous Court Order		

**21(g) Tenant failed to vacate the premises at the expiration/termination of the tenancy**

Tenancy Agreement	Courtesy Notice Confirming Non-Renewal	Previous Court Order
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