

**SERVICE INFORMATION (TO BE SERVED ON)**

1 <sup>st</sup> Respondent Name: _____ Address for service: _____ Postal Code: _____ Phone Number: _____
2 <sup>nd</sup> Respondent Name: _____ Address for service: _____ Postal Code: _____ Phone Number: _____
3 <sup>rd</sup> Respondent Name: _____ Address for service: _____ Postal Code: _____ Phone Number: _____

**ADDITIONAL INFORMATION**

**METHOD OF SERVICE**

Building Code (If known): _____ Best time to serve: _____	<input type="checkbox"/> Personal Service on Respondents <input type="checkbox"/> Posting the documents to the door of above address <input type="checkbox"/> Serve any adult at the above address <input type="checkbox"/> Other: _____
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**INSTRUCTIONS**

<input type="checkbox"/> Prepare and serve 14 day notice for non-payment of rent ➤ Attach a ledger and a copy of your lease <input type="checkbox"/> Prepare and serve 48 hour notice for damages ➤ Attach a copy of your lease, move in report, inspections and photos of damage <input type="checkbox"/> Prepare and serve warning notice for noise/smoking ➤ Attach a copy of your lease, police reports and emails/texts from other tenants <input type="checkbox"/> Other: _____
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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