



# APPLICATION TO A RENTAL OFFICER

RENTAL OFFICE USE ONLY

1. In the matter between: \_\_\_\_\_  
Applicant(s)

and \_\_\_\_\_  
Respondent(s)

2. I, \_\_\_\_\_ the undersigned,

☐

Landlord

☐

Tenant

☐

Agent of the  
Applicant(s)

make an application for an order pursuant to Section(s) \_\_\_\_\_

of the **Residential Tenancies Act**, regarding the rental premises at:

No.	Street	Apt. No.	Community	Postal Code
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3. Reason(s) for application: (see instructions on page 2)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use Separate Sheet if More Space is Required)

## 4. Mailing Address

### APPLICANT

Tel. (Work)	Tel. (Home)
Fax	E-mail

### RESPONDENT

Tel. (Work)	Tel. (Home)
Fax	E-mail

☐ I am a tenant in subsidized public housing. MY LANDLORD IS: \_\_\_\_\_

## 5. DOCUMENTS SUPPORTING APPLICATION

Indicate which of the following are provided with this application.

Please provide three (3) copies of each.

<input type="checkbox"/> Tenancy Agreement	<input type="checkbox"/> Rent Assessment(s)	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Affidavit(s)	<input type="checkbox"/> Emergency Protection Order	<input type="checkbox"/> Invoices
<input type="checkbox"/> Rent Statement(s)	<input type="checkbox"/> Notice(s)	<input type="checkbox"/> Receipt(s)	<input type="checkbox"/> Other(s): _____		

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, }  
at \_\_\_\_\_, in the Northwest Territories. }  
Signature of Applicant

## NOTICE

The **Residential Tenancies Act** empowers a Rental Officer to receive and investigate complaints, mediate disputes between Landlords and Tenants, and hold hearings which may result in orders that are binding on both parties and may be filed in the Supreme Court.

FSS Representative: \_\_\_\_\_

FSS Coding: Org 82039/account \_\_\_\_\_ /fund01/area 12/settlement 001/program 00000



## INSTRUCTIONS: APPLICATION TO A RENTAL OFFICER

**Please Note** to be complete, your application must include:

- \* The original signed copy of the application form
- \* two (2) copies of the application form, and
- \* three (3) copies of all supporting documents.

**If your application is not complete, it will not be processed and will be returned to you.**

**Please visit [www.nwtrentaloffice.nt.ca](http://www.nwtrentaloffice.nt.ca) for information on options to submit your application.**

**For information over the phone, please call the Rental Office Administration: 1-867-767-9254 or 1-800-661-0760.**

The following instructions are intended to assist you to complete this application. Each section of the application form is referred to in the text below. (For the purpose of this application, refer to yourself as the applicant and the person/company against whom you have a dispute, as the respondent.)

1. Fill in your name or organization as applicant and the name of the landlord or tenant with whom you have a dispute, as the respondent.
2. Provide your name here and indicate if you are the landlord, tenant or agent. This section also requires you to provide the section(s) of the **Residential Tenancies Act** upon which you are making this application. Some sections of the Act which are more frequently used are listed below. This is not a complete list, therefore please ensure you consult the **Residential Tenancies Act** for complete information in this regard.

◆ <b>RESIDENTIAL TENANCIES ACT</b> ◆	
LANDLORD	
Sec. 41(4)(a)	- Requesting tenant to pay rent owing.
41(4)(b)	- Requesting tenant to pay rent on time in the future.
41(4)(c)	- Requesting the termination of the Tenancy Agreement and the tenant to vacate the rental premises.
43(3)	- Remedies in respect of tenants who disturb other tenant's possession or enjoyment of the residential complex (excessive noise).
63(4)(a)	- Requesting the eviction of the tenant.
TENANT	
Sec. 18	- Landlord retains part or all of security deposit.
30(4)	- Landlord is to provide and maintain services and facilities in a state of good repair.
33(3)	- Landlord shall not withhold any vital services (i.e. heat, water, gas, electricity, etc.)

Following the section(s) of the Act relied upon, you must also provide the location of the rental premises.

3. List what events have led to the filing of an application and what relief you are seeking. Use additional pages if required. **Please print legibly or type into this form and print.**
4. Provide your mailing address, e-mail address, and telephone number (**including fax**) and those of the respondent. Incorrect or absent addresses could result in delays.
5. Indicate if you are providing any of the listed documents or other documents to support your application.
6. **Application Fee:** Landlords \$100.00, Tenants \$20.00.  
 Cheques and money orders must be made out to "Government of the Northwest Territories" or "GNWT".  
 Do not send cash through the mail. More information on ways to pay the filing fee is available on the Rental Office webpage.  
 If you live in subsidized public housing or if you are terminating a tenancy due to domestic violence, there is no fee.

Return completed application (original plus two (2) copies)  
and supporting documents (three (3) copies) to:

**NWT RENTAL OFFICE**  
Department of Justice  
P.O. Box 1920  
Yellowknife, NT X1A 2P4

Once your application has been received and filed by the Rental Office, two (2) stamped copies of the application and any other document provided will be returned to you.

**Should you require any assistance to complete this application, call the Rental Office at 1-867-767-9254 or toll free 1-800-661-0760, Monday to Friday from 08:30 to 17:00 (local time). Website: [www.nwtrentaloffice.nt.ca](http://www.nwtrentaloffice.nt.ca) Email: [RentalOffice@gov.nt.ca](mailto:RentalOffice@gov.nt.ca)**

**Access to Information and Protection of Privacy** – When this form is provided to the Rental Office in support of an application made under the *Residential Tenancies Act* (RTA), the provisions of the *Access to Information and Protection of Privacy Act* apply to the personal information on this form. The personal information is collected by the Rental Office pursuant to various provisions of the RTA and the information is necessary for the administration of the Act. If you have questions regarding the collection of this information, please contact the Rental Office.

Translation into other NWT official languages will be provided upon request.  
La traduction dans une autre langue officielle des TNO sera fournie sur demande.