



NORTHWEST TERRITORIES RENTAL OFFICE

Phone: (867) 767-9254
Toll Free: 1-800-661-0760

Fax: (867) 873-0489
E-Mail: RentalOffice@gov.nt.ca

HEARING INFORMATION

A hearing is called by the Rental Officer under the provisions of Section 76 of the *Residential Tenancies Act* (the Act). The hearing may be scheduled to occur in person or by telephone. The notice of attendance will tell you where or how you are to appear for the hearing.

The Rental Officer conducting the hearing is appointed under Section 72 of the Act.

The purpose of the hearing is to allow each party to present their case to the Rental Officer so that the Rental Officer can properly determine the facts of the matter and decide the issue in accordance with the law.

Some helpful information concerning the hearing:

1. You may speak for yourself at the hearing or you may have someone speak for you. If you choose to have a lawyer appear on your behalf, you will be responsible for your own legal costs.
2. The hearing is called to deal only with the specific issues discussed in the application.
3. If you are making an allegation or an accusation against someone you should be prepared to demonstrate the validity of your allegation if it is disputed. You should have all necessary EVIDENCE with you at the hearing as adjournments will not be granted without good cause.
 - (a) You may bring witnesses to the hearing to give evidence under affirmation. You will be responsible for any costs claimed by your witness to attend the hearing.
 - (b) If you would like to submit any documentary or photographic evidence that is not already included in the application package you may provide it in either of the following ways:
 - (i) you may bring it to the hearing, but you must have three copies of it with you: one for yourself, one for the other party, and one for the Rental Officer; and/or
 - (ii) you may provide it to all parties (including the Rental Officer) in advance of the hearing, **but it must have been received by all parties at least 24 hours before the scheduled hearing time.**

Important note about serving documents:

- ▶ **If you hand deliver a document, it is received when it is given to the person.**
- ▶ **If you send a document by email, unless the recipient confirms receipt of the email earlier, the email is deemed to have been received three days after the day it was sent.**
- ▶ **If you send a document by registered mail, unless Canada Post has confirmed delivery earlier, the registered mail is deemed to have been received seven days after the day it was sent.**

4. Under section 83 of the Act, the Rental Officer could make any order or decision that was applied for or that could have been applied for. The Rental Officer could also include any terms or conditions they consider appropriate in an order or decision.
5. Under section 84.1 of the Act, the Rental Officer must give reasons for their decision, either at the hearing or in writing. The Rental Officer will provide a copy of any order or decision that is made.
6. Under sections 87 to 90 of the Act, a landlord or tenant affected by an order of a Rental Officer may, within (14) days after being served a copy of the order, appeal the order by originating notice to a judge of the Supreme Court of the Northwest Territories.
7. Under sections 86 and 86.1 of the Act, an order made by the Rental Officer may be enforced by filing it with the Clerk of the Supreme Court. Eviction orders must be filed within 6 months of the day they become effective. All other orders must be filed within 3 years of the day they become effective.

Any questions that arise from this information may be directed to:

NWT Rental Office

P.O. Box 1920, Yellowknife, NT X1A 2P4

Phone: (867) 767-9254 ext 82453 Toll Free: 1-800-661-0760 Fax: (867) 873-0489

E-mail: RentalOffice@gov.nt.ca www.nwtrentaloffice.nt.ca

REMARQUE: La présente fiche de renseignements est disponible en français.

Veillez communiquer avec notre bureau au (867) 767-9254 ext 82453 ou, sans frais, 1-800-661-0760 pour obtenir une copie de la version française.