



NWT Rental Office

Affidavit of Service Policy

Statement of Policy

The “Order and/or Reasons for Decision” issued by a Rental Officer is to be served on all parties to a hearing in accordance with the *Residential Tenancies Act (Act)* and *Residential Tenancies Regulations (RTR)*. Method of service and copies of served documents are maintained by the NWT Rental Office.

Guidelines

In accordance with the *Judicature Act* “NWT Rules of the Supreme Court”, a party to a Rental Officer hearing may require an “Affidavit of Service” as part of the enforcement of an Order.

Upon request of a party to a Rental Hearing, the NWT Rental office will prepare and provide the “Affidavit of Service” within two weeks of the request or service of the documents. Whichever is later.

Upon completion of the “Affidavit of Service”, the party requesting the document will be notified it is ready for pick-up.

Considerations

In the case of the issuing of an Eviction Order under a “Expedited hearing” the “Affidavit of Service” will be prepared as soon as possible and provided to the party requesting the document.

Effective: January 15, 2025

Jerry Vanhantsaeme
Chief Rental Officer