

Instructions

- Each respondent named in the application must be served individually with the copy of the application at least 10 days before the date of the hearing to ensure each respondent is aware of the application and what the hearing is about.
- The application and notice of hearing may be served on each respondent by the following methods:
 - giving it personally to the other party;
 - giving it to a person 16 years of age or older who apparently lives with the respondent;
 - sending it to the other party by prepaid registered mail or prepaid express post at an address provided by the other party;
 - sending it electronically where
 - it is provided in the same or substantially the same form as the written notice or document,
 - the other party has provided an electronic address for receipt of documents, and it is sent to that electronic address; or
 - sending it to the other party by courier service at an address provided by the other party.
- The Affidavit of Service must be submitted to Residential Tenancies Office prior to the hearing date. The person who served the document(s) must complete and submit to the Residential Tenancies Office an Affidavit of Service for each respondent served. The affidavit must state the name of the person served, the address of service, as well as the date and time of service.
- Where service is achieved by registered mail or express post, the server must provide verification that the address was provided by the person being served and provide verification that the document(s) was sent to that address. Where the document(s) is sent by registered mail or express post, it will be considered served after the fifth day of mailing.
- Where service is achieved electronically, the server must provide verification that the electronic address was provided by the person being served and provide verification that the message and document(s) was sent to that address. Where the document(s) is sent electronically before 4:00pm, the document will be considered served the same day. Where the document(s) is sent after 4:00pm, the document will be considered to be served the next day that is not a weekend or holiday.
- It is the applicant's responsibility to ensure sufficient time is provided for a respondent to receive the document(s) not less than 10 days before the scheduled hearing date. If the above methods of service have been attempted and have not been successful, an applicant may apply for substituted service.

Access to Information and Protection of Privacy

- Service NL collects personal information relating to landlords and tenants under the authority of the Residential Tenancies Act, 2018. Personal information collected by the Government of Newfoundland and Labrador is protected under Section 40(1) of the Access to Information and Protection of Privacy Act, 2015. If you require more information please contact the Director of Residential Tenancies at (709) 729-2608 or landlordtenant@gov.nl.ca.

Server's Declaration

Application No. _____

Hearing Date: _____

I, _____ of _____
 (print name) (city/town, province)

Declare that on _____ at approximately _____ AM PM
 (month day, year) (time)

I served: _____ by giving it to _____
 (print name) (print name)

With a TRUE COPY of the following: *(check applicable box)*

- Application for Dispute Resolution Order and Decision Other _____
 Notice of Re-scheduled Hearing Certified Order

The individuals identified above have been served by the following method: *(check applicable box)*

- Personally to party named above Personally to a person 16 years or older named above
 Electronically* Personally to company official named above
 Prepaid Registered Mail; Express Post or Courier Service** (**tracking#** _____)
 Substituted Service *(attach order)*

Address of Service: _____

(electronic or civic or mailing address)

Company Official: _____

(name/ title)

* Where notice is served electronically, attach confirmation that the electronic address was provided by the party being served and the notice was sent to that address.

** Where notice is served by registered mail, express post or courier service, attach confirmation that: (i) the address was provided by the person being served; (ii) provide verification that the document(s) was sent to that address; and (iii) tracking report.

Signature: _____

Date: _____

SWORN OR AFFIRMED before me at (city/town) _____ in the province of _____
 _____ on (date) _____ .

 Justice of the Peace, Notary Public, Commissioner for Oaths