

RESIDENTIAL TENANCIES BRANCH

If you are applying for substitutional service of a Claim or an Application for an Order of Possession, you must submit a fee of **\$20.00** with this application. If you are sending the application by mail, please include a cheque or money order payable to the Minister of Finance. Do not send cash through the mail.

Our address: Residential Tenancies Branch, 1700-155 Carlton Street., Winnipeg MB R3C 3H8

_____ Landlord	_____ Address	_____ Postal Code
And		
_____ Tenant	_____ Address	_____ Postal Code
_____ Tenant	_____ Address	_____ Postal Code
_____ Guarantor	_____ Address	_____ Postal Code

APPLICATION FOR SUBSTITUTIONAL SERVICE

Address of Rental Unit: _____
Postal Code _____

I, _____, have tried to give a copy of the
(name of landlord or tenant)

☐ **Claim** ☐ **Application for Order of Possession** ☐ **Notice of Termination**

to _____ by: (provide details of attempts and explain why they failed)
(name of landlord or tenant)

I request approval of substitutional service and suggest the following alternative methods by which the document could be given: _____

I believe that the other person(s) will receive the documents if served this way because:

Date

Signature of Applicant or Agent

****IMPORTANT INFORMATION ON OTHER SIDE****

Important Information

Substitutional Service is approved only where

- (a) the applicant has made reasonable attempts to locate and serve the other party; and
- (b) there is a reasonable probability that substitutional service will result in actual notice to the person being served.

Examples of methods of substitutional service:

1. sending the document by ordinary mail if the person's present address is known, but he or she has refused to accept registered mail;
2. posting the document on the door or placing it under the door of the person's residence;
3. leaving the document with someone who is known to be in regular contact with the person to be served;
4. sending the document by ordinary or registered mail to the person at a place that he or she is known to go on a regular basis; and/or
5. placing an advertisement in a newspaper in the area where the person is known to reside.

If a hearing was previously scheduled on this matter and the Branch approves this Application for Substitutional Service, it will:

- issue a written approval to the applicant; and
- set a new hearing date, if necessary.