

**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 |
| <b>And</b> |         |             |
| _____      | _____   | _____       |
| Tenant     | Address | Postal Code |
| _____      | _____   | _____       |
| Tenant     | Address | Postal Code |
| _____      | _____   | _____       |
| Guarantor  | Address | Postal Code |

**APPLICATION FOR SUBSTITUTIONAL SERVICE**

|                                      |
|--------------------------------------|
| <b>Address of Rental Unit:</b> _____ |
| 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.