

# FAX FILING

## Residential Tenancy Dispute Resolution Service (RTDRS)

Landlords and tenants may fax their application to the RTDRS if the **rental premises** are not located in or around Calgary or Edmonton. Hearings for these applications will be held by telephone conference. To find out if this applies to you, visit our website at [www.rtdrs.alberta.ca](http://www.rtdrs.alberta.ca) and enter the name of the town or city where the **rental premises** are located. You will find this under "How it Works" on our website's main page.

### Fax Filing Instructions:

1. Complete the appropriate application form. Landlords use the *Landlord's Application for Termination of Tenancy and Unpaid Rent* or *Landlord's Application for Damages*. Tenants use the *Tenant's Application*. Follow the *Instructions to Landlord* or *Instructions to Tenant* page that is attached to the application forms.
2. Mark your evidence as "Item A", "Item B", etc., as explained in the instructions.
3. Fax the application form and one copy of your evidence to the RTDRS at **FAX # (780) 644-2266**.
4. An Information Officer will contact you to discuss your application and filing fee payment. Once the application requirements are met, a hearing date will be set.
5. An Information Officer will fax the filed *Application Package* to you at the fax number provided on your application form. The filed *Application Package* is the application form, the evidence, various tip sheets and a *Notice of Hearing* form that states the hearing date and time.
6. Make a copy of the entire filed *Application Package* for each respondent named in the *Notice of Hearing*.
7. You must serve a copy of the entire filed *Application Package* on the respondent(s) named on the *Notice of Hearing* form. See our tip sheet *RTDRS Document Service* tips for complete instructions.
8. After you have served the filed *Application Package*, you must complete an *Affidavit of Service*. This document must be sworn or affirmed by a Commissioner for Oaths.

9. Fax the completed *Affidavit of Service* to the RTDRS at **FAX # (780) 644-2266** prior to your hearing date.

10. The RTDRS will call you to commence the hearing at the date and time written on the *Notice of Hearing* form. See our *RTDRS Telephone Hearings* tips for more information.

### Additional Tips:

The quality of faxed photos is often extremely poor. The RTDRS recommends that you submit photos by printing them or burning them to a CD or DVD. We accept formats compatible with Windows Media Player, such as JPEG, MP3, WAV and WMV. The printed photos or CD or DVD must be mailed or couriered to the RTDRS at:

**Edmonton Files: Unit 112, 10025-102A Avenue NW  
Edmonton, Alberta T5J 2Y8**

Or

**Calgary Files: Main Floor, Rocky Mountain Plaza  
180, 615 Macleod Trail, SE Calgary, Alberta  
T2G 4T8**

They must also be served on the respondent(s) as part of the filed *Application Package*.

If the rental premises are not located in or around the Calgary or Edmonton offices, but fax filing is not possible, you may submit your application by mail or courier. Your filing fee may be paid by cheque or money order and is payable to: *Government of Alberta*. Send the application form, correct number of copies of your evidence (see *Instructions to Landlord* or *Instructions to Tenants*), and filing fee to the RTDRS Edmonton office.

If you wish to withdraw your application, please contact the RTDRS for information on this process.

For further information on the RTDRS, please visit our website at [www.rtdrs.alberta.ca](http://www.rtdrs.alberta.ca). Click on *Rules of Practice and Procedure* for full details on how the RTDRS works.

P: Toll free 310-0000 then 780-644-3000

W: [www.rtdrs.alberta.ca](http://www.rtdrs.alberta.ca) E: [rtdrs@gov.ab.ca](mailto:rtdrs@gov.ab.ca)

A: Unit 112, 10025-102A Avenue NW, Edmonton, Alberta T5J 2Y8

A: Main Floor, Rocky Mountain Plaza, 180 - 615 Macleod Trail SE

Calgary, Alberta T2G 4T8

 Alberta Government