

FILE NUMBER: _____

APPLICATION TO DIRECTOR

PLEASE PRINT

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FILED BY: _____
 (Applicant) First name Initial Last name

 Street number Street name

 Municipality Postal Code

_____ Home Phone
 _____ Business Phone
 Landlord _____ Tenant _____

Mailing Address if different: _____

AGAINST: _____
 (Respondent) First name Initial Last name

 Street number Street name

 Municipality Postal Code

_____ Home Phone
 _____ Business Phone
 Landlord _____ Tenant _____

Mailing Address if different: _____

RE: _____
 Address of Rental Unit

THIS IS AN APPLICATION FOR:

- Termination of tenancy
- Disposition of a security deposit
- Payment of money
- Repairs
- Any action by landlord or tenant
- Payment of rent in trust
- Review of notice of rent increase and determination of appropriate rent increase (APPLIES TO MOBILE HOME PARKS ONLY)
- Compliance with a lease

DETAILS OF CLAIM:

 Continue on separate sheet if necessary

 Applicant's Signature Date

NOTICE OF HEARING

You are required to attend the hearing to be held at _____
 in _____, Nova Scotia on _____, the _____ day of
 _____, 20_____, at _____ am/pm.

**RESPONDENTS - - PLEASE NOTE
 IMPORTANT INFORMATION ON BACK**

IMPORTANT INFORMATION

This Application has been filed with the Director of Residential Tenancies.

- The Director has authorized me to investigate and attempt to mediate the dispute. If there is no mediation, I will make a decision within 14 days.
- Mediation means that the parties discuss the dispute and come to an agreement on how best to resolve it. I will encourage mediation and help you and the applicant discuss the matter so you may resolve the dispute.
- If you come to an agreement, I will prepare a written settlement for both parties to sign. There can be no appeal of the settlement.
- If you are not able to come to an agreement, I will hold the hearing and decide the issue within 14 days. See Notice of Hearing on front. You should bring all information about the dispute to the hearing. For example, letters, receipts and photos. You may bring witnesses if you wish. Witnesses should have first hand knowledge of the situation. If you want to show videotaped evidence, you must bring equipment needed to show it at the hearing.
- The Director's Order that I issue will be based on information obtained during my investigation, your mediation efforts and evidence presented at the hearing, if the hearing is necessary.
- If you do not attend the hearing, I am authorized to issue an Order based on information obtained during my investigation and from the Applicant.

You may inquire about this Application by contacting me by telephone at _____ or by fax at _____ .

Residential Tenancy Officer

Date