

Instruction Sheet for A Request to Correct or Amend an Order

Important: Do not use this form if you disagree with the Branch's order or decision. To appeal the order or decision, contact the Residential Tenancies Commission by the appeal date.

1 Order Information

Fill in the Order No. from the top right-hand corner of the Order or Decision. Fill in the date of the Order.

2 Address of Rental Unit

Fill in the address of the rental unit, including city/town and postal code.

3 Landlord/Tenant Information

Check the appropriate box and fill in your name, mailing address and daytime phone number. Fill in the name of the other party shown on the Order or Decision.

4 Details of Request

Check the appropriate box and give details about why the Order or Decision should be corrected or amended. Remember to include a copy of the Order or Decision with your request. Finally, sign and date the request. Send the request to:

Residential Tenancies Branch
1700 – 155 Carlton Street
Winnipeg MB R3C 3H8

Important Information

1. You must make a request to correct or amend an order before the appeal date.
2. The Branch will consider your request. If the Branch believes there is a clerical error in the order, the Branch may issue an amended order. However, the Branch may request submissions from other parties before making a decision.
3. Where an order is amended to correct a clerical error, amendments may also have to be made to other parts of the order, such as the termination date and/or any amounts owing.
4. When the Branch issues an amended order, a new appeal date will be set.
5. An order to stay prevents the enforcement of the original order until an order removing the stay is issued.
6. If the Branch denies your request to correct or amend an order or decision, the Branch will advise you in writing. That decision cannot be appealed.

REQUEST TO CORRECT OR AMEND AN ORDER

1	Order Information		
Order No.		Date of Order	

2	Address of Rental Unit	
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3	Landlord/Tenant Information		
I am the: <input type="checkbox"/> Landlord <input type="checkbox"/> Tenant <input type="checkbox"/> Other Party			
First Name/Company Name			
Last Name			
Street Address			Unit/Apartment/Suite
Municipality (city, town, etc.)	Province	Postal Code	Day Phone Number
Name of other party (parties):			
First Name/Company Name		First Name/Company Name	
Last Name		Last Name	

4	Details of Request
<p>I AM REQUESTING that the Branch:</p> <input type="checkbox"/> Correct a typographical, grammatical, arithmetical or similar error in the Order or Decision. <i>(Provide specific details of the correction below.)</i>	
<input type="checkbox"/> Amend the Order or Decision to deal with a matter in dispute that was presented for determination, but omitted from the Order or Decision.	
<input type="checkbox"/> Amend an Order or Decision to correct an injustice caused by an oversight by the director.	

Provide the particulars of your request below. Attach a copy of the order or decision, marking the relevant section or segment where appropriate.

FORMTEXT

I am also requesting that the Branch stay the Order or Decision Yes No If yes, explain why.

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Signature: _____

Date: _____