

For your digital evidence to be considered at a hearing, it must meet requirements set out in the *Rules of Procedure*:

- only photos, audio recordings and video recordings may be submitted on a digital device
- you **must** provide a printed description of what's on the digital device on paper (this form makes it easy)
- well before the hearing, you **must** confirm that the other party can gain access to the files.

If there is a virus on the digital device, the evidence will not be considered.

You should submit your digital evidence with the printed description *as soon as possible*. At the same time as you submit your digital evidence and Digital Evidence Details to the Residential Tenancy Branch, be sure to serve the other party with the same material.

RTB File Number:

You are the: Applicant
 Respondent

You are the: Landlord/Agent
 Tenant/Agent

Dispute Address: (as shown on Application for Dispute Resolution)

B.C.
site/unit number street number and street name city province postal code

Digital device: (Tick which of the following digital devices you are using. These are the only devices that RTB will consider.)

USB device/memory stick CD DVD

Confirmation that both parties can access evidence:

NOTE: if you do not confirm that the other party was able to see/hear the evidence, your evidence might not be considered.

- I have confirmed that the other party was able to see/hear the evidence on this digital device.
- I will confirm before the hearing that the other party was able to see/hear the evidence on this digital device for at least seven full days.

Describe details of your digital evidence on page two.

Your personal information is collected under section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of administering the *Residential Tenancy Act* and *Manufactured Home Park Tenancy Act*. If you have any questions regarding the collection of your personal information, please contact an information officer by calling 604-660-1020 in Greater Vancouver; 250-387-1602 in Victoria; or 1-800-665-8779 elsewhere in B.C.

FOR MORE INFORMATION

RTB website: www.gov.bc.ca/landlordtenant

Public Information Lines 1-800-665-8779 (toll-free) Greater Vancouver 604-660-1020 Victoria 250-387-1602

