

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](http://www.gov.bc.ca/landlordtenant)

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

### Describe each file on the digital device.

Note: Only photos & audio or video recordings are considered as digital evidence; all other evidence must be on paper.

File Name	What it shows	Key point in audio or video file
Example: photo #1 IMG0123.jpg	Living room, taken during move-in condition inspection, June 1, 2011	
Example: video #4 IMG0367.mov	Video shows how hard it is to turn on hot water tap in kitchen; taken January 10, 2013	at timecode 21:02

Attach additional page(s) if necessary.

This digital evidence was submitted by *(please print or type)*

last name

first and middle name(s)

**Signature:** \_\_\_\_\_

Check one:  Landlord/Agent  Tenant/Agent

**Date:**

day

month

year