



## DISPUTE APPLICATION FORM SMALL CLAIM – ORGANIZATION OR BUSINESS



Save time, pay a reduced fee and have your application processed faster by doing this online from any computer, mobile device or tablet: <https://civilresolutionbc.ca/how-the-crt-works/getting-started/>

### Helpers and Representatives

- If someone with a computer can help you, you and your helper can go to <https://civilresolutionbc.ca/how-the-crt-works/getting-started/> to submit your application online. It will be faster and the fees are lower.
- A helper may assist you throughout the process, including filling out forms and helping you use a computer.
- The helper cannot speak on your behalf. Only a representative approved by the CRT can do that.
- To request permission to have a representative, complete and attach a separate Representation Request Form. You can find this form here: [www.civilresolutionbc.ca/forms/](http://www.civilresolutionbc.ca/forms/)

### How to Use this Form

#### If you don't have access to a computer:

1. Complete this form. Please print clearly. Add any additional pages you need for your application.
2. Provide your completed application and payment to the CRT by mail. All fields must be completed unless they are marked "optional". If your form is missing information, it will take longer to process your application.

#### If you have access to a computer:

1. Complete this form on your computer, tablet, or device using Adobe Acrobat (<https://get.adobe.com/reader/>). This will allow you to make and save changes easily, and email the application without having to scan it.
2. Save the completed application. Submit the application by email, then send payment to the CRT by mail.

**Personal Information and Privacy:** Your personal information is collected for the purpose of a Civil Resolution Tribunal dispute resolution process, pursuant to the Civil Resolution Tribunal Act and the CRT's Rules. You can view the CRT's policy on access to records and information in CRT disputes at <https://civilresolutionbc.ca/resources/information-access-privacy-policy/>. If you have any questions regarding the collection of your personal information, please contact the CRT: Email: [Info@crtbc.ca](mailto:Info@crtbc.ca) or; Mail: Attention Registrar and Executive Director, Civil Resolution Tribunal, PO Box 9239, Stn Prov Govt, Victoria BC, V8W 9J1



# DISPUTE APPLICATION FORM

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### How to Complete the Application:

#### **Section 1: Applicant Information** - Who is applying for dispute resolution?

- Use this form if you're a business or organization (there's a different form if you're an individual)
- If there's more than one applicant, include separate applicant pages for each of them.

#### **Section 2: Respondent Information** - Who is the dispute against?

- You need to know whether the respondent is an individual, a business (such as a sole proprietorship or firm, a partnership, or a company) or an organization (such as a society or association).
- You must be very careful when naming the respondent. If it's not exactly right, you may get an order from the CRT, but then be unable to enforce it. If you need to find the correct name of a business, contact the local business licence office in the municipality where the business is located. Ask them for the correct name of the business and the name of the owner.
- If there is more than one respondent, include a separate respondent page for each of them.
- Please review all pages of section 2 of this package and complete only the applicable page for each respondent.

#### **Section 3: Dispute details**– What is your dispute about?

- Describe your claim(s) and answer some questions about your dispute.
- List the outcome(s), remedies or action(s) you want to resolve your dispute.
- The maximum amount that you can claim in a CRT small claim is \$5,000, excluding fees paid to the CRT, expenses, and interest. If your dispute involves more than \$5,000, you can reduce your claim to \$5,000 and abandon the amount over \$5,000. If you abandon part of your claim you can't bring it to another court or tribunal. However, you can start a claim in the Provincial Court of British Columbia for claims over \$5,000.

#### **Section 4: Additional Information (optional)**

- Provide any additional information you have about yourself and this dispute.

#### **Section 5: Declarations and Signature**

- Read and acknowledge the declarations by ticking the boxes, then sign and date your application.

#### **Section 6: Fee Payment and Submission**

- Carefully read the information at the end of this form on the amount of the fee you must pay for your application and how to pay it.
- Follow the instructions at the end of the form for sending your Dispute Application Form to the CRT.



# DISPUTE APPLICATION FORM

## SMALL CLAIM – ORGANIZATION OR BUSINESS



### SECTION 1: APPLICANT INFORMATION FOR AN ORGANIZATION OR BUSINESS



If there is more than one applicant that is an organization or business, copy this page and complete the information for the additional applicant.

#### Organization/Business Information

Type of Business <input type="checkbox"/> Corporation <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other		If you selected "other" as business type, please describe it here	
Legal name of organization or business		CRA Business Number (optional)	
List other names you do business as (optional)			
Address (Street or PO Box)			Unit (optional)
City	Province/State	Country	Postal/Zip Code
Daytime Phone	Other Phone (optional)	Fax (optional)	

#### Contact Person (director, partner, officer, authorized employee of organization/business)

First Name	Last Name	Title (optional)	
Address (Street or PO Box)			Unit (optional)
City	Province/State	Country	Postal/Zip Code
Daytime Phone	Fax (optional)	Other Phone (optional)	Email

#### Contact Person Communication Preferences

<p>How do you want to communicate? This is the main way we will communicate with you during the tribunal process. Your contact must check regularly for communications.</p> <p>SELECT ONE</p> <p><input type="checkbox"/> Email (<b>Recommended</b>)</p> <p><input type="checkbox"/> Phone/Mail</p>	<p>Where should we send formal communications? For example: orders, requests, or decisions.</p> <p>SELECT ONE</p> <p><input type="checkbox"/> Email (<b>Recommended</b>)</p> <p><input type="checkbox"/> Mail</p> <p><input type="checkbox"/> Fax</p>
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# DISPUTE APPLICATION FORM

## SMALL CLAIM - ORGANIZATION OR BUSINESS



### SECTION 2: WHO IS YOUR CLAIM AGAINST?

#### 2A: INDIVIDUAL RESPONDENT INFORMATION

Use this page if Respondent is an INDIVIDUAL (NON-BUSINESS)



If there is more than one respondent who is an individual, copy a blank version of this page and complete the information for the additional respondent.

Personal Information			
Legal First Name		Legal Last Name	
List other names they go by (optional)			
Contact Information			
Address (Street or PO Box)			Unit (optional)
City	Province/State	Country	Postal/Zip Code
Daytime Phone	Fax (optional)	Email (optional)	



# DISPUTE APPLICATION FORM

## SMALL CLAIM - ORGANIZATION OR BUSINESS



### SECTION 2: WHO IS YOUR CLAIM AGAINST?

#### 2B: BUSINESS OR ORGANIZATION RESPONDENT INFORMATION

Use this page if Respondent is a BUSINESS or ORGANIZATION



If there is more than one respondent that is a business or organization, copy a blank version of this page and complete the information for the additional respondent.

Organization/Business Information			
Type of Business <input type="checkbox"/> Corporation <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other		If you selected "other" as business type, please describe it here	
Legal name of organization or business		CRA Business Number (optional)	
List other names they do business as (optional)			
Address (Street or PO Box)			Unit (optional)
City	Province/State	Country	Postal/Zip Code
Daytime Phone (optional)	Fax (optional)	Email (optional)	
If the Business Type is Proprietorship, Identify the Sole or Primary Proprietor			
First Name	Last Name	Title (optional)	
Address (Street or PO Box)			Unit (optional)
City	Province/State	Country	Postal/Zip Code
Daytime Phone (optional)	Fax (optional)	Email (optional)	





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### SECTION 3: DISPUTE DETAILS (continued)

#### Have you tried to resolve the dispute?

What have you done so far to try to resolve this dispute? (optional)

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Why is resolving this dispute important to you? (optional)

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#### What do you want? (Outcomes, Remedies, Actions)

List each outcome, remedy or action you want. Examples:

I want Ms. Lee to repay the money she borrowed from me.

I want the strata to enforce the noise bylaw.

I want John Smith to stop blocking my parking spot.

You only need to request one Remedy. Remedies 2 through 5 are optional. You also will have an opportunity to clarify what outcome you want during the CRT's Facilitation process.

Remedy 1:

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Amount (optional)

\$ \_\_\_\_\_

Remedy 2 (If applicable):

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Amount (optional)

\$ \_\_\_\_\_

Remedy 3 (If applicable):

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Amount (optional)

\$ \_\_\_\_\_

Remedy 4 (If applicable):

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Amount (optional)

\$ \_\_\_\_\_



# DISPUTE APPLICATION FORM

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### SECTION 3: DISPUTE DETAILS (continued)

#### What do you want? (Outcomes, Remedies, Actions continued)

Remedy 5 (If applicable):

\_\_\_\_\_

Amount (optional)

\$ \_\_\_\_\_

#### What is the total amount of money you are asking for?

TOTAL \$ \_\_\_\_\_

**PLUS fees paid by the Applicant to the CRT and other expenses and charges allowed under the CRT Rules and the *Civil Resolution Tribunal Act*.**

### SECTION 4: ADDITIONAL INFORMATION

Answer each of these questions about your circumstances.

#### Immediate risk to job or residence?

Is there an immediate risk you'll lose your job or become homeless because of this dispute?

Yes

No

If yes, describe the immediate risk caused by this dispute

\_\_\_\_\_

#### Other Resolution Actions?

Has a resolution process for any of the claims been started or finished in a court, tribunal, or legally binding process?

That includes processes like the Civil Resolution Tribunal, Small Claims Court, Human Rights Tribunal, arbitration, or mediation.

Yes, another resolution process has been started or finished

No, there has been no other resolution process

If you answered Yes, where is the other process and how far along is it?

The Civil Resolution Tribunal can't accept appeals from decisions made by other courts, tribunals, or legally binding processes.

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### SECTION 4: ADDITIONAL INFORMATION (continued)

#### Motor Vehicle Accident?

Is this dispute the result of a motor vehicle accident?

Yes

No

If you answered Yes, the Civil Resolution Tribunal Rules require that you provide a copy of the Dispute Notice to the Insurance Corporation of British Columbia (ICBC). You will receive instructions on how to do that, with the Dispute Notice.

#### Evidence

Describe any evidence you have that may help explain the facts in this dispute. Your descriptions can identify things like documents or photos.

**DO NOT SEND YOUR EVIDENCE YET! YOU CAN GIVE THE CRT COPIES LATER**

##### Evidence 1:

What is the evidence? (a brief description): \_\_\_\_\_

How does the evidence support your claim(s)?

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##### Evidence 2:

What is the evidence? (a brief description): \_\_\_\_\_

How does the evidence support your claim(s)?

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## SECTION 5: DECLARATIONS AND SIGNATURE

### Information and Access Policy

The Civil Resolution Tribunal (CRT) collects a wide variety of information from parties in disputes brought to the Tribunal. Most of this information is shared with the parties and their representatives during the dispute resolution process. In some cases, members of the public may also be able to access CRT dispute records.

The CRT only asks for information that is needed to resolve a dispute. The CRT will collect the following types of information, and share it with the parties:

- Contact information for the parties and their representatives, including names, addresses, telephone numbers, fax numbers, and email addresses;
- Each party's description of the dispute and position on its resolution;
- Communications between the parties and the CRT;
- Information and evidence provided by parties, which may include information about damages and injuries, health and financial records, and other information of a personal nature;
- Information about witnesses, including their contact information and evidence they might be called upon to provide.

The CRT might also collect information from a party about special circumstances they might have. These circumstances might include language or capacity issues, or the ability to pay CRT fees. This information will not normally be shared with other parties, unless the circumstances require the CRT to do so.

Generally, discussions between the parties aimed at resolving a dispute through negotiation will be confidential. This means the CRT will not disclose these negotiations unless the parties agree to the disclosure or the law requires it.

If the parties settle a dispute by negotiation and agreement, the public will be able to request copies of any CRT order documenting the settlement.

If a dispute is not resolved by agreement, it will move into the Tribunal Decision Process. The CRT will decide the claims and make any necessary orders to give effect to the decision. Members of the public may access the names of parties in a CRT Tribunal Decision Process, as well as a general description of the dispute and its status. Members of the public may also request copies of submissions and evidence provided during the Tribunal Decision Process.

The Civil Resolution Tribunal Act requires that final decisions and orders must be posted to the CRT's website, where they will be available to the public. Normally, a member of the public will have to submit a request to search for dispute records that are not publicly available through the Tribunal or another public website.

If a party or witness is concerned that information in a final decision or order would be harmful to their privacy or security, they may request that this information be redacted or anonymized.



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### SECTION 5: DECLARATIONS AND SIGNATURE (continued)

#### Information and Access Policy (continued)

All information that the CRT receives from parties and witnesses is stored in Canada.

The CRT's complete policy on collecting and disclosing information gathered during the dispute resolution process can be found online at <https://civilresolutionbc.ca/wp-content/uploads/2018/05/Access-to-Info-in-CRT-Case-Records-20180501.pdf>. If you have other questions about the CRT's policy for accessing dispute records or storage of the records, you should contact the CRT at one of the following addresses:

Email: [info@crtbc.ca](mailto:info@crtbc.ca)

Mail: Attention: Registrar and Executive Director  
Civil Resolution Tribunal  
PO Box 9239, STN PROV GOVT  
Victoria BC V8W 9J1

Toll-free Telephone:  
1-844-322-2292

#### Declarations

##### I confirm that:

- I am the primary applicant and will be the contact for all other applicants (if any) named in this dispute.
- All applicants are aware of and understand the CRT's policy on collecting and accessing the information I provide to the CRT (a summary of that policy is provided, above).
- All other applicants and I understand that the maximum amount that the CRT can award in a small claim is \$5,000, excluding CRT fees, expenses and interest. If our claim is more than \$5,000, we agree to reduce it to \$5,000 and abandon the rest.
- All other applicants and I understand that, under section 92 of the *Civil Resolution Tribunal Act*, a person who provides false or misleading evidence or other information in a tribunal proceeding commits an offence and is liable on conviction to a fine of \$10,000 or imprisonment for a term not longer than 6 months, or both.

#### Signature

Primary Applicant Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_



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### SECTION 6: FEE PAYMENT AND SUBMISSION

#### Amount of Fee:

##### Claims for \$3,000 or less:

- If the amount you are claiming is \$3,000 or less, there is a **\$100 fee** to file this form. If you submit your application online, the fee is only \$75. To submit your application online, go to <https://civilresolutionbc.ca/how-the-crt-works/getting-started/>.

##### Claims for more than \$3,000, to a maximum of \$5,000:

- If the amount you are claiming is more than \$3,000, there is a **\$150 fee** to file this form. If you submit your application online, the fee is only \$125. To submit your application online, go to <https://civilresolutionbc.ca/how-the-crt-works/getting-started/>

#### Payment of Fee:

- The correct fee amount must be paid when you submit your Dispute Application Form, or the form may not be accepted. You have 3 options for paying the fee:
  1. Pay by cheque or money order. Make the cheque or money order payable to “**Minister of Finance**”. Send the cheque or money order to the CRT with the Dispute Response Form. There is a \$30 fee for dishonoured cheques.
  2. Pay in person, at a Service BC office. Service BC has 62 offices throughout BC. See the Service BC website for locations: [www.servicebc.ca](http://www.servicebc.ca). Service BC will accept payment by cash, cheque, credit card, and debit.

#### Where to Send this Form (Email Recommended)

**Email:** [RSC@crtbc.ca](mailto:RSC@crtbc.ca)  
**Fax:** 1 (250) 356-6552

**Mail:** Civil Resolution Tribunal  
Attention: Intake  
PO Box 9239 STN Prov Govt  
Victoria BC V8W 9J1

