



Proof of Service on a Strata Corporation or Section



- The Dispute Notice lists who your claim is against. These are the “respondents”.
- You must serve the Dispute Notice package (Dispute Notice and Respondent Instructions) on each respondent.
- You must submit a Proof of Service form **within 10 days** of serving a respondent.
- Submit a separate form for each respondent you served. If the respondent is a person, business, society or other organization, find the correct form at <https://civilresolutionbc.ca/forms>
- See details about the ways you can serve each type of respondent at <https://civilresolutionbc.ca/service>
- There is no fee for submitting this form.
- Submit your completed form by email, mail, or fax to:

Email: RSC@crtbc.ca

Fax: 1-250-356-6552

Mail: Civil Resolution Tribunal

PO Box 9239 STN Prov Govt

Victoria BC V8W 9J1

- Or save time and submit your Proof of Service by logging into your CRT Account at <https://portal.civilresolutionbc.ca/>

Personal Information and Privacy

The CRT collects personal information from people and organizations involved in CRT claims. We only ask for information that’s required to process and resolve the dispute under the *Civil Resolution Tribunal Act* and the CRT’s Rules. Read the CRT’s Access to Information and Privacy Policy at <https://civilresolutionbc.ca/privacy> to learn about the information we collect, how we use it, how long we keep it, and what information is shared.

If you have any questions about the collection or use of your personal information, please contact us.

Email: info@crtbc.ca

Mail: ATTN Privacy Officer

Civil Resolution Tribunal

PO Box 9239, Stn Prov Govt

Victoria BC V8W 9J1

Proof of Service Form	
Dispute Number (eg., SC-2020-000001)	Date the respondent received or confirmed receiving the Dispute Notice package
Strata Plan Number	Section of the Strata (if applicable)
What address did you serve the Dispute Notice package to? (if applicable)	
Type of address: <input type="checkbox"/> The strata corporation’s most recent mailing address on file at the Land Title Office <input type="checkbox"/> The address of a strata council member or section executive member	



How did you serve the Dispute Notice package?

Note: Email, text, and messaging are not approved methods for serving the Dispute Notice package on a strata corporation or strata section.

By registered mail requiring a signature and I have a delivery receipt from Canada Post.

Canada Post tracking number: _____

By courier requiring a signature and I have a signed proof of delivery from the courier company.

Courier tracking number: _____

In person: The package was hand delivered to the strata corporation's most recent mailing address on file at the Land Title Office.

Name of the person it was served to: _____

In person: The package was hand delivered to a strata council member or section executive.

Name of the person it was served to: _____

CRT directions: I asked for a different way to serve the respondent and followed the CRT's directions. Details:



I confirm that:

- The respondent or their authorized representative has been properly served a copy of the Dispute Notice package by the method indicated above, in accordance with the CRT Rules or directions.

- The information that I have provided in this form is accurate. I understand that intentionally or recklessly providing false or misleading evidence or other information may be an offence under the *Civil Resolution Tribunal Act*.

Signature

Date signed