

**APPLICATION FOR AN ORDER  
FOR RETURN OF A SECURITY DEPOSIT**

**NOTE:** This form is used to request an order for the return of a security deposit, and may only be completed 16 or more days following the end of the tenancy. For further information on completing this form, please phone the Administrator at Westbank First Nation (250) 769-4999.

File No.:
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**A. Tenant Information:**

Full Legal Name(s) of all tenants entitled to the deposit:	Home Phone:
Current Address(es): (suite or pad number, street, city, province, postal code)	Business Phone:
Email Address(es) of all tenants:	Fax No.:

**B. Rental Premises:**

Address: (suite or pad number, street, city, province, postal code)
<p><b>Type of tenancy</b> (please check only 1 box):</p> <p style="margin-left: 20px;">Premises in a non-profit co-operative or society <u>of which you were a member</u></p> <p style="margin-left: 20px;">Westbank First Nation Housing</p> <p style="margin-left: 20px;">A tenancy agreement for a term exceeding 10 years.</p> <p style="margin-left: 20px;">A summer cottage, winter chalet or other similar recreational premises rented on a seasonal basis</p> <p style="margin-left: 20px;">A hotel room – amount of rent paid \$_____ daily      weekly      monthly</p> <p style="margin-left: 20px;">A manufactured home pad. Was the tenancy agreement for:      the pad only?      the home and the pad?</p> <p style="margin-left: 20px;">Park Name _____</p> <p style="margin-left: 20px;">Room and board (accommodation and meals included)</p> <p style="margin-left: 20px;">Shared accommodation (washroom, kitchen, etc. shared by all who live there, including the landlord)</p> <p style="margin-left: 20px;">Other (e.g. highrise apartment, basement suite, duplex). Please describe: _____</p>

**C. Rental History:**

Start date of tenancy (mmm/dd/yyyy): _____	Tenancy ended by:	Landlord	Tenant
Move out date (mmm/dd/yyyy): _____	Written notice provided by:	Landlord	Yes      No
Date notice given (mmm/dd/yyyy): _____		Tenant	Yes      No
End of tenancy date per notice (mmm/dd/yyyy): _____	Notice given by:	Hand	Mailed
		Posted	Other _____
Tenancy ended on expiry of lease:      Yes      No	If yes, end date of lease (mmm/dd/yyyy): _____		
Did tenants ever move into the premises?      Yes      No	If no, please explain: _____		
<p>Please provide details of any other circumstances regarding the end of the tenancy (e.g.: an Order/Write of Possession or a written agreement between landlord and tenant to end the tenancy):</p> <p>_____</p> <p>_____</p> <p>_____</p>			

**D. Security Deposit:**

Amount of Security Deposit Paid: \$\_\_\_\_\_ Date paid (mmm/dd/yyyy): \_\_\_\_\_

Has any of the security deposit been returned?  
 Yes No If yes, amount returned: \$\_\_\_\_\_ Date returned (mmm/dd/yyyy): \_\_\_\_\_

Has there been an agreement with the landlord that some of the security deposit may be kept by the landlord?  
 Yes No If yes, what amount of the security deposit is it agreed that the landlord may keep? \$\_\_\_\_\_

Date of Agreement (mmm/dd/yyyy): \_\_\_\_\_

**E. Landlord Information:** (This is the person responsible for returning your deposit).

Full Legal Name(s) of your landlord(s):	Home Phone:
Current Address(es): (suite or pad number, street, city, province, postal code)	Business Phone:
Email address(es) of the landlord(s):	
Full Legal Name(s) of the person(s) to whom you originally paid the security deposit:	Home Phone:
Address(es): (suite or pad number, street, city, province, postal code)	Business Phone:
Who was this person? (e.g. roommate/previous landlord/property manager/caretaker/real estate agent):	

**F. Efforts to obtain return of security deposit:**

Has landlord been provided with your new mailing address? Yes No *If no, please do so before applying for an order.*

Has landlord been provided with your new telephone number? Yes No

What attempts have been made to get the security deposit back? \_\_\_\_\_

**G. Copies of supporting documentation attached to this application:**

1. A copy of the written tenancy agreement:	Yes	No
2. A copy of a receipt for the security deposit:	Yes	No
3. A copy of the cancelled cheque for the security deposit (both sides):	Yes	No
4. A copy of the agreement permitting the landlord to keep all or part of the security deposit:	Yes	No
5. A copy of the notice ending the tenancy:	Yes	No

**H. Arbitration Proceedings:**

To your knowledge, have you or your landlord made an arbitration application concerning this security deposit?

Yes, an application has been made      No, an application has not been made      do not know

**I. Signature:**

I/we, the Applicant(s), apply to the Administrator of the Residential Premises Law for an Order for the return of my/our security deposit. ALL THE INFORMATION PROVIDED IS TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE.

Print Name(s):	Signature(s):	Date: (mmm/dd/yyyy)
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**Return completed application and attachments to Westbank First Nation,  
 Suite 301 – 515 Highway 97 South, Kelowna, BC V1Z 3J2  
 Fax: (250) 769-4377**