

What New Brunswick Housing Providers Should Include with a Residential Tenancy Application

The documentation required will depend on the type of application being submitted. Housing providers should review the applicable case type below and include the listed information with their original application whenever possible.

Submission Checklist

Have I included the relevant notice or application form

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Have I included the lease and the information necessary to understand the tenancy?

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Do I have proof that required notices were properly served?

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Have I included records that support the facts of the application, such as photographs, communications, invoices, receipts or payment records?

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If the issue was subject to a deadline, have I included evidence showing that it remained unresolved after that deadline?

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Required Documents

Abandoned Belongings /Chattels

- ☐ Photos of all items
- ☐ A list of the abandoned belongings
- ☐ The estimated individual value of each item
- ☐ The amount owing by the tenant
- ☐ The current location of the belongings
- ☐ An explanation of how the tenancy ended
- ☐ Confirmation that an attempt has been made or will be made, to contact the tenant.

Eviction

- ☐ The Notice to Vacate or Notice of Termination and any previous notices
- ☐ Lease information and relevant details
- ☐ Proof of service
- ☐ Confirmation of whether the tenant remains in the unit

Eviction

- ☐ Payment information, including amounts,
- ☐ payment dates and the outstanding balance.
- ☐ Details of previous payment attempts or
- ☐ arrangements.
- ☐ Confirmation if the tenancy involves a mobile
- ☐ home site, where applicable.
- ☐ Any relevant safety concerns, including those
- ☐ involving children, pets or other risks.
- ☐ Security deposit information and proof of
- ☐ remittance
- ☐ Current tenant contact information

Health & Safety

- ☐ Notice of Complaint
- ☐ Lease information and relevant details
- ☐ Proof that the issue remains unresolved after the applicable deadline

Landlord Offence

- ☐ Notice of Complaint
- ☐ Lease information and relevant details
- ☐ Proof that the issue remains unresolved
- ☐ Proof of security deposit payment, if applicable
- ☐ A letter confirming the deposit is not held in cases involving non-remittance

Landlord Failed Obligation

- ☐ Notice of Complaint
- ☐ Lease information and relevant details
- ☐ Proof that the issue remains unresolved after the applicable deadline

Repairs

- ☐ Notice of Complaint
- ☐ Lease information and relevant details
- ☐ Proof that the issue remains unresolved after the applicable deadline

Breached Compliance Order

- ☐ The Compliance Order
- ☐ Lease information and relevant details
- ☐ Proof that the order was breached

**Above Guideline
Rent Increase**

- ☐ A written statement outlining the work completed
- ☐ Dates the work was completed
- ☐ The reasons for the work
- ☐ Associated costs
- ☐ The requested rent increase
- ☐ A description of the premises and services provided
- ☐ Information about the last rent increase
- ☐ Property owner contact information
- ☐ Lease information and relevant details

**Request For
Compensation**

- ☐ Notice of Complaint
- ☐ Lease information and relevant details
- ☐ Proof that the issue remains unresolved after the applicable deadline

**Termination For
Renovations**

- ☐ A signed statement outlining the work to be completed
- ☐ An explanation of why the work is necessary
- ☐ An explanation of why vacant possession is required
- ☐ Lease information and relevant details
- ☐ Supporting documentation, such as permits, plans and quotes

**Revision of
Lease Alteration**

- ☐ Notice or letter of alteration
- ☐ Lease information and relevant details
- ☐ The previous and revised lease, if applicable

**Revision of a
Termination Notice**

- ☐ Notice of termination
- ☐ Lease information and relevant details

**Revision of a
Rent Increase**

- ☐ Notice of Rent Increase
- ☐ Lease information and relevant details

Form 3

- ☐ Form 3
- ☐ Lease information and relevant details
- ☐ Proof of service
- ☐ Confirmation of whether the tenant remains in the unit
- ☐ Property owner information
- ☐ SCAN officer contact information, if applicable