

CERTIFICATE OF SERVICE ON A FORMER TENANT

THE OFFICE OF RESIDENTIAL TENANCIES (s. 82(1)(b))

Application/Claim no.(s): _____

RENTAL PROPERTY INFORMATION

Street Address (Land Location): _____ Suite No.: _____

City/Town/Village/Hamlet: _____ Province: Saskatchewan Postal Code: _____

I, _____, of _____, Saskatchewan,
(Name of person who served the tenant) (City/Town)

CERTIFY that I **SERVED** the Tenant(s), _____

with a true copy of the following document(s):

- The Notice to Vacate in approved Form _____, a copy of which is **attached** to this certificate of service, and/or
- The Notice of Hearing, a copy of which is **attached** to this certificate of service, and/or
- _____, a copy of which is **attached** to this certificate of service.
(Name of document/evidence served)

I SERVED THE TENANT(S) WITH A TRUE COPY OF THE DOCUMENT(S) BY: (check the applicable box)

Personal service on _____ **at** _____
(Date) (Address where service took place)

OR

Emailing _____ **on** _____
(Email address) (Date)

OR

Messaging through _____ **on** _____
(Social media platform or phone number) (Date)

OR

Mailing by Registered Mail to _____ **on** _____
(Address) (Date)

OR

Faxing to _____ **on** _____
(Fax number) (Date)

When serving by personal or electronic service you MUST serve EACH tenant and complete a SEPARATE certificate of service for EACH tenant served personally or electronically.

I certify the above to be true and correct.

(Signature of person who served the document.)

Print Name _____ Date _____

It is an offence contrary to section 79(1)(b) of *The Residential Tenancies Act, 2006* to knowingly make an untrue statement of fact in information to be provided by the Act or Regulations.

Certificate of Service on a Former Tenant Information
The Office of Residential Tenancies (“the ORT”)

This form is used to demonstrate service of a document on a Former tenant.

Page 1 of this Certificate of Service MUST be completed and delivered to the ORT promptly after service has occurred and MUST include a copy, or copies, of the document(s) served.

IMPORTANT INFORMATION:

Personal Service: a true copy of the notice and/or evidence is given directly to EACH tenant. Documents are deemed served at the time and date of the personal service.

Mailing: a true copy of the notice and/or evidence is sent through registered mail. Proof of delivery to EACH tenant MUST be provided. Mail is deemed served on the third business day after mailing.

Electronic Service: a true copy of the notice and/or evidence is sent through email, social media, text message, or fax to EACH tenant. Electronic service is deemed served on the next business day after sending. Proof of electronic service MUST be submitted for the hearing officer to verify service.

If a decision is issued following a hearing and a respondent indicates they were not served as described by the claimant, they are entitled to request that the hearing be reopened, and that they be permitted an opportunity to demonstrate:

- that they did not receive the document, or
- that they received it later than the Act deems them to have received the document.

Office of Residential Tenancies

Regina: 304 - 1855 Victoria Avenue, S4P 3T2

Saskatoon: 105 - 122 - 3rd Avenue North, S7K 2H6

Toll Free Callers: 1-888-215-2222; Outside SK call: 306-787-2699

Email Address: ort@gov.sk.ca