

**APPLICATION FOR  
CERTIFICATE OF PAYMENT OF RENT  
TO THE OFFICE OF RESIDENTIAL TENANCIES**

*The Residential Tenancies Amendment Regulations 2020 (Section 10.1)*

**A. Tenant Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Primary Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Other Tenant names: \_\_\_\_\_

**B. Rental Property Information**

Street Address (Land Location): \_\_\_\_\_ Suite No.: \_\_\_\_\_  
 City/Town/Village/Hamlet: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Tenancy start (dd/mm/yy): \_\_\_\_\_

**C. Landlord Information**

Landlord/Agent name (full legal name): \_\_\_\_\_  
 Mailing/Service Address: \_\_\_\_\_ Suite No.: \_\_\_\_\_  
 City/Town/Village/Hamlet: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Primary Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

**(For Office Use Only)**

\_\_\_\_\_ is eligible for a Certificate of Payment of Rent pursuant to  
*The Residential Tenancies Amendment Regulations 2020*. Amount paid \$ \_\_\_\_\_.

No  Yes

Application and Rent Payment Received by	Signature	Date received
Certificate Issued by	Signature	Date reviewed

Decision regarding certificate communicated to the tenant by:

Email, at \_\_\_\_\_  In person, on \_\_\_\_\_  
 By ordinary mail, to \_\_\_\_\_  By phone, at \_\_\_\_\_

## **Information about Applying for a Certificate of Payment of Rent**

*The Residential Tenancies Amendment Regulations 2020 (Section 10.1)*

A tenant has the right to appeal an order for possession for non-payment of rent (section 57 of the Act). An appeal through the Court of Queens Bench can **ONLY** be made if the tenant has a Certificate of Payment of Rent issued by the director of the Office of Residential Tenancies. To obtain a certificate, a tenant is required to deposit one month's rent with the director. The amount due would be specified in the decision for the order of possession issued by the hearing officer. An appeal can be made within 30 calendar days of the decision date.

The Certificate of Payment of Rent **MUST** accompany all appeal documentation.

### **Method of Payment** (ONLY these methods are accepted)

Interac    Money Order

**Regina:** 304 - 1855 Victoria Avenue S4P 3T2

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

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

Email: [ort@gov.sk.ca](mailto:ort@gov.sk.ca)