

CERTIFICATE OF SERVICE ON A LANDLORD

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

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 Landlord/Agent/Power of Attorney) (City/Town)

CERTIFY that I **SERVED** the Landlord _____

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

- 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 LANDLORD 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 Ordinary Mail to _____ **on** _____
(Address) (Date)

OR

Mailing by Registered Mail to the Landlord at their Corporate office _____
(Name of corporate office)

at _____ **on** _____
(Address of corporate office obtained from the Corporate Registry at Information Services Corporation ("ISC")) (Date)

When serving by personal or electronic service you MUST serve EACH Landlord and complete a SEPARATE certificate of service for EACH Landlord 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 Landlord Information

The Office of Residential Tenancies (“the ORT”)

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

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 landlord/agent/power of attorney. Documents are deemed served at the time and date of the personal service.

Ordinary Mailing: a true copy of the notice and/or evidence is sent through ordinary mail. Mail is deemed served on the third business day after mailing.

Registered Mailing: a true copy of the notice and/or evidence is sent through registered mail to the corporate office of the landlord. Proof of delivery to the landlord **MUST** be submitted for the hearing officer to verify service. Mail is deemed served on the third business day after mailing.

The Business Corporations Act:

Service on corporation

269 A notice or document may be served on a corporation:

- (a) by leaving it at, or mailing it by registered or certified mail addressed to, the registered office of the corporation;
- (b) by personally serving any director, officer, receiver-manager or liquidator of the corporation; or
- (c) by leaving it at the office of, by mailing it by registered mail or certified mail addressed to or b personally serving any attorney of the corporation appointed pursuant to section 268.

Electronic Service: a true copy of the notice and/or evidence is sent through email, social media, or text message to EACH landlord. 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 the document later than the Act deems them to have received the document.

Office of Residential Tenancies

Mailing address: 304 - 1855 Victoria Avenue, Regina, SK S4P 3T2

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

Email: ort@gov.sk.ca