



RESIDENTIAL TENANCIES OFFICE  
**AUTHORIZATION TO ACT AS AGENT**

An agent is someone **authorized by the tenant or landlord to act on their behalf** during a dispute.

**To be completed by the landlord or tenant (the "Principal") authorizing the agent to act on their behalf**

- ☐ I authorize \_\_\_\_\_ to act on my behalf for all matters,  
Name of agent \_\_\_\_\_  
including decision-making, in relation to Residential Tenancies File # \_\_\_\_\_.
- ☐ I give consent for the Residential Tenancies Office to release all information related to this file to my agent, to give direction to my agent and to take direction from my agent as if that direction were coming from me.
- ☐ I understand this authorization remains in place indefinitely in relation to this file unless I revoke this authorization in writing to the Residential Tenancies Office.
- ☐ I understand I must obtain legal advice if I have any questions or concerns about appointing an agent. I understand this form is not a substitute for legal advice.

\_\_\_\_\_  
Name of Principal (first and last name)      Signature of Principal      YYYY-MM-DD  
Date

**To be completed by the person agreeing to act as the Principal's agent**

- ☐ **Duty of Care** — I understand I must act with care and consideration, the same as the Principal would, using the same discretion as if personally were incurring the gain or loss. Though the level of care may not be explicitly defined, I understand the level of care should be equal to what is reasonably expected.
- ☐ **Duty of Obedience** — I will comply with the reasonable instructions of the Principal. This includes situations where the Principal may be disadvantaged but has instructed me to act in a specific manner.
- ☐ **Duty of Disclosure** — I understand I have a duty to disclose information to the Principal in an accurate and timely manner.
- ☐ **Duty of Separation** — I understand I must keep my affairs and the Principal's affairs separate and will ensure no conflict of interest or bias influences any actions I take or decisions I make on behalf of the Principal.
- ☐ I understand that acting as an agent is an important decision-making role that requires me to act in **good faith** and in the **best interest** of the Principal.
- ☐ I understand I must obtain legal advice if I have any questions or concerns about my obligations as an agent. I understand this form is not a substitute for legal advice.

\_\_\_\_\_  
Name of Agent (first and last name)      Signature of Agent      YYYY-MM-DD  
Date