

# Application for dispute resolution

## How to apply for dispute resolution

A landlord or tenant, or their representative, can apply for dispute resolution. The person applying is called the **applicant**. The person responding to the application is the **respondent**. For example, if a tenant files an application, they are the applicant, and their landlord is the respondent.

Disputes involving claims that amount to a total of \$25,000 or more must be made to the Supreme Court of Yukon and not the RTO.

To apply, the applicant must:

- complete the application for dispute resolution form;
- provide any relevant evidence with the application;
- submit the documents to the RTO; and
- pay the filing fee or obtain a fee waiver.

The applicant must be able to provide the names and contact information for the respondents. If the applicant cannot locate the respondent or does not have contact information, they may need to obtain an order for **substituted service** from the RTO. This allows for service outside the usual methods.

## How to pay the filing fee

The fee to apply for dispute resolution is \$50.

The application is not filed until the fee is paid. Not paying the fee on time could result in missing a critical deadline, which could negatively affect the application.

An applicant who is successful at the hearing can request that the respondent pay an additional \$50 to cover the cost of the application fee.

There are several ways to pay:

- in person at 307 Black Street by credit card, debit card, cash, certified cheque, or money order (no personal cheques);
- by mail or courier using a money order or certified cheque; or
- by phone, using a credit card.

## Fee waivers

The RTO can waive the fee in circumstances where the applicant cannot reasonably afford to pay.

To apply for a fee waiver, complete a fee waiver application form (available from the RTO).

You should include proof of income with the form and submit the fee waiver application with the application for dispute resolution.

The RTO is under no obligation to grant a fee waiver. The RTO will consider all relevant information on a case-by-case basis to decide whether the fee should be waived.