



YUKON RESIDENTIAL TENANCIES OFFICE  
**FEE WAIVER APPLICATION**

\$50 dispute resolution application fee       \$75 review application fee

This Fee Waiver Application must be submitted along with an Application for Dispute Resolution. If the Residential Tenancies Office does not approve the request for fee waiver, the application fee MUST be paid before the dispute resolution process can be started.

You must submit documentation in support of your application. Please note the following:

- **Do not submit any original documents.** Our office destroys all paper copies.
- The documentation that you submit in support of this application must be the most current available to you.
- We will not keep the documentation that you submit in support of this application. Choose one of the following:
  - I would like my documentation mailed back to me at the address below
  - I would like my documentation shredded
  - I would like my documentation returned to me when I submit this application

Applicant information	
First name	Last name
Address	
Phone	Email
Financial unit	
A "financial unit" is a group, whether or not related, who share expenses and either contribute financially to or draw financially from the group. <b>Example:</b> A family of four with one adult contributing financially and one adult and two children drawing financially from the group is a financial unit of 4.	
How many people are in your financial unit? _____	
What is the total monthly household income (before expenses) of your financial unit? _____	
Income and expenses	
Proof of Social Assistance or Guaranteed Income Supplement	
Check the box that applies:	
<input type="checkbox"/> Guaranteed Income Supplement. Dates of documents: _____	
<input type="checkbox"/> Social Assistance. Dates of documents: _____	
Proof of income	
Check all boxes that apply:	
<input type="checkbox"/> Workers' compensation payments	<input type="checkbox"/> Canada Pension Plan Retirement Pension
<input type="checkbox"/> Pay stubs (at least the last four weeks)	<input type="checkbox"/> Canada Pension Plan Disability Pension
<input type="checkbox"/> Employment Insurance	<input type="checkbox"/> Bank statements (at least the last eight weeks)
<input type="checkbox"/> Other: _____	

**Extraordinary expenses**

If you believe you are entitled to a fee waiver because you have had extraordinary expenses over the last eight weeks, list them with a total in the space below. Examples of extraordinary expense are:

- Medical or dental fees
- Funeral travel expenses or fees
- Expenses following an emergency
- Loss of income following a job loss or business closure

You must provide supporting documentation of your claim.

Description of expense	Amount
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
<b>Total</b>	<b>\$</b>

**Declaration**

I confirm that the information I have entered into this form as well as any supporting documentation I have submitted is accurate. I understand that if I provide false information to the Residential Tenancies Office, it may affect the outcome of my application for dispute resolution.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information check online at [Yukon.ca](http://Yukon.ca)

<b>OFFICE USE ONLY</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not approved</b>
<input type="checkbox"/> Calculations verified	Reasons not approved: _____ _____ _____ _____
<input type="checkbox"/> Documentation verified	
Documents returned to applicant by which method?	
When were the documents returned?	
Verified by: _____ Date: _____	