

## **APPEALING AN ORDER OR DECISION OF THE OFFICE OF RESIDENTIAL TENANCIES**

This guide is only intended to provide legal information. While the guide is intended to provide correct information, it is not the law, and no judge of the Court is bound by any statement contained in this guide.

This guide is not a substitute for professional legal advice, including whether you should or should not make an application, what type of application you should make, whether there is law in support of your application and whether other legal options or strategies are available to you.

This guide is based upon *The Residential Tenancies Act, 2006* and its regulations. This Act and regulations can be downloaded for free from Publications Saskatchewan at the following web page address: <https://publications.saskatchewan.ca/#/products/23011>.

### **Question 1: Can I ask the hearing officer from the Office of Residential Tenancies to review and reconsider an order that it has made?**

The ability of a hearing officer to amend or correct its decision is limited to:

- Correcting typographic, grammatical, arithmetic, or similar errors;
- Clarifying the decision or order; and
- Correcting an obvious error or inadvertent omission

A request for a correction of a decision or order must be made within 15 days of the decision. This request must be made at the Office of the Residential Tenancies.

### **Question 2: What if I did not receive notice of the hearing?**

If you did not receive notice of the hearing, please contact the Office of Residential Tenancies (ORT at [ORT@gov.sk.ca](mailto:ORT@gov.sk.ca) or 1-888-215-2222). Upon written request to the ORT, a hearing officer may consider whether to rehear an application when an order was made without hearing from the affected person. The affected person can also establish they did not receive notice of the hearing.

**Question 3: Can an order or decision made pursuant to *The Residential Tenancies Act, 2006* by the Office of Residential Tenancies be appealed?**

An order or decision made by the Office of Residential Tenancies may be appealed to the Court of King's Bench by filing and serving a [Notice of Appeal](#) within 30 days of the date of the order being appealed.

**Note about counting days:**

In counting 30 days, the count commences on the day after the date the order being appealed is dated and ends at 4:00 p.m. on the 30<sup>th</sup> day. In other words, the first day is excluded and the last day is included in the count. Weekends and holidays are included within the 30 day count. However, if the 30<sup>th</sup> day falls on a Sunday or other day when the Local Registrar's office is closed, the time to file the appeal is extended to the next day when the Local Registrar's office is open.

The appeal must be based on:

- A question of law; or
- A question regarding the jurisdiction of the Office of Residential Tenancies.

You may **NOT** appeal a finding of fact. This means that **no** new evidence intended to dispute a finding of fact by the hearing officer is to be presented.

**In addition**, a tenant **cannot appeal** an order of possession to evict the tenant for failure to pay rent or repeated late payments of rent, unless the tenant first obtains a Certificate of Payment of Rent to the Office of Residential Tenancies from the Director of the Office of Residential Tenancies (see [Question 4](#))

**Question 4: How can a tenant who wants to appeal an order of possession for failure to pay rent or repeated late payments of rent, obtain a Certificate of Payment of Rent to the Office of Residential Tenancies from the Director of the Office of Residential Tenancies?**

Pursuant to *The Residential Tenancies Regulations, 2007*, section 10.1 the Director of the Office of Residential Tenancies will issue a Certificate of Payment of Rent to the Office of Residential Tenancies to any tenant who deposits one month's rent in the amount set out in the order to be appealed. Once the appeal is complete or at any other time the Director considers it appropriate, the director will distribute the deposit.

## Question 5: What is the process for appealing an Order of the Office of Residential Tenancies to the Court of King's Bench?

**STEP 1: OBTAIN** a Certificate of Payment of Rent to the Office of Residential Tenancies from the Director of the Office of Residential Tenancies. This step only applies if you are appealing a possession order for failure to pay rent or repeated late payments of rent.

**STEP 2: SELECT** a hearing date **and PREPARE** a [Notice of Appeal](#) in Form #1 (attached to this guide)

In selecting a hearing date to insert in the [Notice of Appeal](#), you may contact the Office of the Local Registrar of the Court of King's Bench for assistance.

In any event, the hearing date:

- Must be set at least 14 days from the date of service and filing of the [Notice of Appeal](#);
- Must be the earliest possible chambers date that complies with the service requirements following the date of filing of the [Notice of Appeal](#) (14 or 15 days, if possible, in the Judicial Centre); and
- Must be selected from one of the Court's pre-scheduled and published regular chamber dates at the courthouse closest to where the residential unit is located.

The Court's chamber dates at each judicial centre are published on the Courts' website at: <https://sasklawcourts.ca/kings-bench/court-locations/>.

**STEP 3: SERVE** the completed [Notice of Appeal](#) on the respondent **and** on the Director of the Office of Residential Tenancies, at least 14 days before the hearing date. (see [Question 8](#) on how to serve).

### **Note about calculating the time of service.**

In calculating the time of service, a [Notice of Appeal](#) served by mail will be deemed to have been served three business days following the date of its mailing.

If you serve the Respondent less than 14 days before the hearing date, the [Notice of Appeal](#) can still be filed, but you may need to explain to the presiding judge why the Respondent was served late. For example, if an earlier hearing date is needed to protect property from damage, or if the respondent evaded service. The Court

has the authority to dismiss your appeal due to late service or to permit the appeal to be heard despite late service of the [Notice of Appeal](#) on the respondent.

**STEP 4:** Have the person who served the [Notice of Appeal](#) on the respondent and Director, complete and **SWEAR** an Affidavit of Service on the Respondent in [Form #2](#) if Tenant (attached to this guide) or [Form #3](#) if Landlord (attached to this guide) and the Affidavit of Service on the Director in [Form #4](#) (attached to this guide). These affidavits may be sworn before the Local Registrar or any other commissioner of oaths.

**STEP 5: Within 30 days** of the Residential Tenancy Order being appealed, **FILE** with the Local Registrar:

- A copy of the Notice of Appeal ([Form #1](#) attached);
- The Certificate of Payment of Rent to the Office of Residential Tenancies (in the case of an appeal an order of possession for failure to pay rent or repeated late payments of rent);
- Sworn Affidavit of Service of the Notice of Appeal on the Respondent ([Form #2](#) or [Form #3](#) attached);
- Sworn Affidavit of Service of the Notice of Appeal on the Director ([Form #4](#) attached);
- A copy of the order being appealed; and
- Payment of Court filing fee in the amount of \$100.00.

A [Notice of Appeal](#) **will not** be accepted for filing unless it has been served on the respondent and director.

**STEP 6: ATTEND** Court on the date and time set out in the Notice of Hearing to present your argument in support of the appeal.

### **Question 6: Are there time limits involved in appealing an order of the Office of Residential Tenancies?**

There are some important time limits you must comply with to appeal an order of the Office of Residential Tenancies:

- A request to the hearing officer to correct an obvious error or omission in the order must be made within 15 days after the date that appears on the decision or order.
- The [Notice of Appeal](#) to the Court of King's Bench, must be served on the respondent and the Director of the Office of Residential Tenancies at least 14 days before the date set for hearing. If the appeal is served later, the [Notice of Appeal](#) may still be filed provided it is filed no later than 30 days from the date of the order, but the presiding judge may require that the appellant explain why service was made late and choose to dismiss the appeal due to late service.
- The [Notice of Appeal](#) with proof of service on the respondent and the Director of the Office of Residential Tenancies must be filed with the Court of King's Bench **within 30 days** of the date of the order. A [Notice of Appeal](#) **will not** be accepted unless it is filed with proof of service of the [Notice of Appeal](#) on the respondent and director. A [Notice of Appeal](#) that is filed later than 30 days will not be accepted without a court order that extends the time to appeal.

### **Question 7: On whom must I serve the Notice of Appeal?**

In the case of an appeal by a tenant, the [Notice of Appeal](#) must be served on the landlord **and** on the Director of the Office of Residential Tenancies.

In the case of an appeal by a landlord, the [Notice of Appeal](#) must be served on the tenant **and** on the Director of the Office of Residential Tenancies.

### **Question 8: How do I serve my appeal?**

To serve a tenant who continues to reside in the rental unit at issue, the landlord or someone on behalf of the landlord may serve the tenant in one of the following ways:

- Deliver a copy of the [Notice of Appeal](#) to the tenant in person; or
- Post a copy of the [Notice of Appeal](#) on the front door of the tenant's rental unit **AND** either mail or send a copy of the [Notice of Appeal](#) to the tenant by registered mail, ordinary mail, or in electronic form (e.g. scanned or photographed copy attached to email or text message, or by fax).

To serve a former tenant who no longer resides in the rental unit at issue, the landlord or someone on behalf of the landlord may serve the tenant in one of the following ways:

- Deliver a copy of the [Notice of Appeal](#) to the tenant in person;

- Mail a copy of the [Notice of Appeal](#) by registered mail to the tenant's known current address; or
- Send a copy of the [Notice of Appeal](#) in electronic form (e.g. scanned or photographed copy attached to email or text message, or by fax) to the tenant's known electronic address or number.

To serve a landlord, the tenant or someone on behalf of the tenant may serve the landlord in one of the following ways:

- Deliver a copy of the [Notice of Appeal](#) to the landlord in person;
- Mail a copy of the [Notice of Appeal](#) by ordinary mail to the landlord at the landlord's address contained in the written tenancy agreement;
- Send a copy of the [Notice of Appeal](#) in electronic form (e.g. scanned or photographed copy attached to an email or text message, or by fax) to the landlord's known electronic address or number; or
- If the landlord does not reside in Saskatchewan and cannot be located, contact the Office of Residential Tenancies for assistance.

To serve the Director of the Office of Residential Tenancies with the [Notice of Appeal](#), you must do one of the following:

- Leave a copy at the Office of Residential Tenancies with any person appearing to have authority to accept the notice;
- Send a copy by registered mail addressed to the address of the Office of Residential Tenancies; or
- Scan and email the electronic copy to [ORT@gov.sk.ca](mailto:ORT@gov.sk.ca).

**Question 9: What happens with the order or decision of the Office of Residential Tenancies once my Notice of Appeal is filed in the Court of King's Bench?**

An order or decision of the Office of Residential Tenancies is suspended once the [Notice of Appeal](#) for that order is filed in the Court of King's Bench until the appeal is decided, or the Court otherwise directs.

### **Question 10: What happens if I do not serve and file my appeal within 30 days?**

If your [Notice of Appeal](#) is not served and filed within 30 days of the order, the Local Registrar **WILL NOT** accept your appeal and the enforcement of the order will not be suspended.

However, upon application, a judge may extend the time for appeal for up to two years from the date of the order if you can establish that you did not receive notice of the decision or order.

An application to extend the time for filing an appeal does NOT suspend the order that the applicant wishes to appeal.

### **Question 11: Can I apply for an order to extend the time I have to appeal?**

If you can establish that you did not receive notice of the decision or order of the Office of Residential Tenancies, the Court may extend the time for appeal for up to two years from the date of the decision.

### **Question 12: How can I apply to the court to extend the time for appeal?**

The application may be made by Application without Notice. However, the Court may direct that the application be made with notice to the opposing side by a Notice of Application. If needed, the Local Registrar can provide you with a guide for making an application to the Court by Notice of Application.

An Application without Notice to extend the time for appeal may be made by completing and filing:

- [Form 6-4](#) attached to this guide at Page 19;
- Sworn [Affidavit of Applicant](#) attached to this guide at Page 22; and
- Court filing fee of \$20.00.

The purpose of this application is **not** to determine if you would or would not be successful in your appeal. The purpose of this application is to determine whether the time for appeal should be extended because you did not receive notice of the decision or order.

**RTA Appeal Form #1**

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING'S BENCH FOR SASKATCHEWAN

JUDICIAL CENTRE \_\_\_\_\_

APPELLANT \_\_\_\_\_

RESPONDENT \_\_\_\_\_

RESPONDENT Director of the Office of Residential Tenancies

**NOTICE OF APPEAL**

(pursuant to section 72(1) of *The Residential Tenancies Act*)

TAKE NOTICE that the appellant is a \_\_\_\_\_  
(landlord or tenant)

and does hereby appeal the attached decision of \_\_\_\_\_  
(hearing officer or director)

of the Office of Residential Tenancies dated the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ (Case No. \_\_\_\_\_) [*attach order from Office of Residential  
Tenancies*].

AND FURTHER take notice that the appeal will be heard by the presiding judge in  
Chambers at the courthouse in \_\_\_\_\_, Saskatchewan, \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ AM/PM, or so  
soon thereafter as the Court may direct.

This appeal is brought to have determined the following question of law:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



AND/OR the following question regarding the jurisdiction of the Office of Residential Tenancies:

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Dated at \_\_\_\_\_, Saskatchewan, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*(Signature of Appellant)*

**CONTACT INFORMATION AND ADDRESS FOR SERVICE**

**If prepared by a lawyer for the party:**

Name of firm: \_\_\_\_\_

Name of lawyer in charge of file: \_\_\_\_\_

Address of legal firm: \_\_\_\_\_

*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

*or*

**If the party is self-represented:**

Name of party: \_\_\_\_\_

Address for service: \_\_\_\_\_

*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**RTA Appeal Form #2**

COURT FILE NUMBER \_\_\_\_\_  
COURT OF KING'S BENCH FOR SASKATCHEWAN  
JUDICIAL CENTRE \_\_\_\_\_  
APPELLANT \_\_\_\_\_  
RESPONDENT \_\_\_\_\_  
RESPONDENT Director of the Office of Residential Tenancies

**AFFIDAVIT OF SERVICE OF NOTICE OF APPEAL  
ON THE RESPONDENT TENANT**

I, \_\_\_\_\_ of \_\_\_\_\_,  
(name) (address)

Make Oath and Say/Affirm as follows:

1. I served the respondent tenant, \_\_\_\_\_  
(name of tenant served)

with a true copy of the Notice of Appeal, filed in this action: *(select and complete the method of service used. Cross out the other methods)*

*[In case of personal service on tenant]*

By Personal Service. On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

I personally served the said respondent by leaving a true copy of the Notice of Appeal with the said respondent at \_\_\_\_\_

(address where service took place)

at \_\_\_\_\_ o'clock. I was able to identify the respondent by means of:

\_\_\_\_\_  
(state how you knew it was the respondent you were serving)

**OR**

[In case of service on tenant residing in the rental unit at issue who was not personally served]

By Mail or Electronic Form and Posting. On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I mailed/sent a true copy of the Notice of Appeal to the said Respondent: *(select method used)*

- by ordinary mail
- by registered mail
- in electronic form, namely \_\_\_\_\_  
*(describe electronic form used, such as email)*

to the respondent at the following address: \_\_\_\_\_

**AND I** posted a copy of the Notice of Appeal on the front door of the tenant's rental unit located at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**OR**

[In case of a former tenant no longer residing in the residential unit at issue who was not personally served]

By Mail or Electronic Form. On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I mailed/sent a true copy of the Notice of Appeal to the said Respondent: *(select method used)*

- by registered mail
- in electronic form, namely \_\_\_\_\_  
*(describe electronic form used, such as email)*

to the respondent at the following address: \_\_\_\_\_,

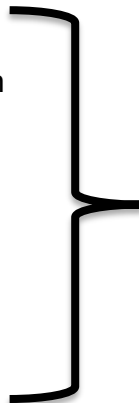
which I believe is the respondent's current address for the following reason:

\_\_\_\_\_.

I have no reason to believe the that Notice of Appeal was not received by the said respondent. *(if not, state otherwise).*

SWORN (OF AFFIRMED) BEFORE ME  
at \_\_\_\_\_, Saskatchewan  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
A Commissioner for Oaths for Saskatchewan  
being a solicitor, or  
My appointment expires \_\_\_\_\_



\_\_\_\_\_  
(Signature)

### CONTACT INFORMATION AND ADDRESS FOR SERVICE

**If prepared by a lawyer for the party:**

Name of firm: \_\_\_\_\_

Name of lawyer in charge of file: \_\_\_\_\_

Address of legal firm: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

*or*

**If the party is self-represented:**

Name of party: \_\_\_\_\_

Address for service: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**RTA Appeal Form #3**

COURT FILE NUMBER \_\_\_\_\_  
COURT OF KING'S BENCH FOR SASKATCHEWAN  
JUDICIAL CENTRE \_\_\_\_\_  
APPELLANT \_\_\_\_\_  
RESPONDENT \_\_\_\_\_  
RESPONDENT Director of the Office of Residential Tenancies

**AFFIDAVIT OF SERVICE OF NOTICE OF APPEAL  
ON THE RESPONDENT LANDLORD**

I, \_\_\_\_\_ of \_\_\_\_\_,  
(name) (address)

Make Oath and Say/Affirm as follows:

1. I served the respondent landlord, \_\_\_\_\_  
(name of landlord served)

with a true copy of the Notice of Appeal, filed in this action: *(select and complete the method of service used. Cross out the other methods)*

By Personal Service. On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
I personally served the said respondent by leaving a true copy of the Notice of  
Appeal with the said respondent at \_\_\_\_\_  
(address where service took place)

at \_\_\_\_\_ o'clock. I was able to identify the respondent by means of:

\_\_\_\_\_  
(state how you knew it was the respondent you were serving)

**OR**

By Ordinary Mail. On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I mailed by ordinary mail a true copy addressed to the respondent at the following address: \_\_\_\_\_ being the landlord's address for service stated in the written tenancy agreement with the Appellant Tenant.

**OR**

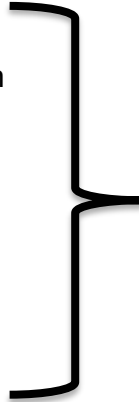
By Electronic Form, namely \_\_\_\_\_  
*(describe electronic form used, such as email)*

Sent on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. to the respondent at the following address: \_\_\_\_\_, which I believe is the respondent's current address for electronic forms for the following reason: \_\_\_\_\_.

I have no reason to believe the that Notice of Appeal was not received by the said respondent. *(if not, state otherwise).*

SWORN (OF AFFIRMED) BEFORE ME  
at \_\_\_\_\_, Saskatchewan  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Commissioner for Oaths for Saskatchewan  
being a solicitor, or  
My appointment expires \_\_\_\_\_



\_\_\_\_\_  
*(Signature)*

**CONTACT INFORMATION AND ADDRESS FOR SERVICE**

**If prepared by a lawyer for the party:**

Name of firm: \_\_\_\_\_

Name of lawyer in charge of file: \_\_\_\_\_

Address of legal firm: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

*or*

**If the party is self-represented:**

Name of party: \_\_\_\_\_

Address for service: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**RTA Appeal Form #4**

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING'S BENCH FOR SASKATCHEWAN

JUDICIAL CENTRE \_\_\_\_\_

APPELLANT \_\_\_\_\_

RESPONDENT \_\_\_\_\_

RESPONDENT Director of the Office of Residential Tenancies

**AFFIDAVIT OF SERVICE OF NOTICE OF APPEAL  
ON THE DIRECTOR OF THE OFFICE OF RESIDENTIAL TENANCIES**

I, \_\_\_\_\_ of \_\_\_\_\_,  
(name) (address)

Make Oath and Say/Affirm as follows:

1. I served the Office of Residential Tenancies with a true copy of the Notice of Appeal, an original or true copy of which was filed with the court on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*(select and complete the method of service used. Cross out the other methods)*

By Personal Service. On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
at \_\_\_\_\_ o'clock, I personally served the Office of Residential Tenancies at:  
Main Floor, 122 – 3<sup>rd</sup> Avenue North, Saskatoon, Saskatchewan, S7K 2H6  
304 – 1855 Victoria Avenue, Regina, Canada, S4P 3T2  
with a true copy of the Notice of Appeal, attached as Exhibit "A", by leaving a copy  
with a person at the office who appeared to have authority to accept it.

**OR**



By registered mail. On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I mailed a true copy of the Notice of Appeal to the Director, of the Office of Residential Tenancies by mailing a true copy of the Notice of Appeal by registered mail to the Director at the following mailing address:

Main Floor, 122 – 3<sup>rd</sup> Avenue North, Saskatoon, Saskatchewan, S7K 2H6  
304 – 1855 Victoria Avenue, Regina, Canada, S4P 3T2

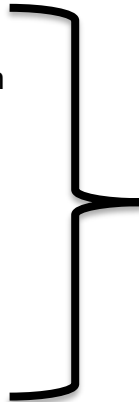
**OR**

By electronic mail. On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I sent a scanned true copy of the Notice of Appeal to the director by email at the following email address: [ORT@gov.sk.ca](mailto:ORT@gov.sk.ca).

I have no reason to believe the that Notice of Appeal was not received by the director (*if not, state otherwise*).

SWORN (OF AFFIRMED) BEFORE ME  
at \_\_\_\_\_, Saskatchewan  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
A Commissioner for Oaths for Saskatchewan  
being a solicitor, or  
My appointment expires \_\_\_\_\_



\_\_\_\_\_  
(Signature)

**CONTACT INFORMATION AND ADDRESS FOR SERVICE**

**If prepared by a lawyer for the party:**

Name of firm: \_\_\_\_\_

Name of lawyer in charge of file: \_\_\_\_\_

Address of legal firm: \_\_\_\_\_

*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

*or*

**If the party is self-represented:**

Name of party: \_\_\_\_\_

Address for service: \_\_\_\_\_

*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Form 6-4**  
(Rule 6-4)

COURT FILE NUMBER \_\_\_\_\_  
COURT OF KING'S BENCH FOR SASKATCHEWAN  
JUDICIAL CENTRE \_\_\_\_\_  
APPELLANT \_\_\_\_\_  
RESPONDENT \_\_\_\_\_  
RESPONDENT Director of the Office of Residential Tenancies

**APPLICATION WITHOUT NOTICE TO EXTEND TIME FOR APPEAL**

This application is being made without notice.

**Provision authorizing the application to be made without notice:**

1. Sub-Section 72(1.1) of The Residential Tenancies Act, 2006

**Remedy claimed or sought:**

2. An order extending the time for appeal for an appeal brought pursuant to section 72 of The Residential Tenancies Act, 2006.

**Respecting opposite parties** (*mark applicable boxes*):

none of the opposite parties is, to my knowledge, represented by a lawyer;

the name(s) of the lawyer(s) representing the opposite party(ies) is (are):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicable Acts and Regulations:**

3. The Residential Tenancies Act, 2006

**Applicable rules:**

4. Rule 6-4 of the Rules of the Court of King’s Bench

**Applicable cases relied on** *(provide citations and designate the relevant passages):*

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*(Signature)*

**CONTACT INFORMATION AND ADDRESS FOR SERVICE**

**If prepared by a lawyer for the party:**

Name of firm: \_\_\_\_\_

Name of lawyer in charge of file: \_\_\_\_\_

Address of legal firm: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

*or*

**If the party is self-represented:**

Name of party: \_\_\_\_\_

Address for service: \_\_\_\_\_  
*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Form 13-31**

COURT FILE NUMBER \_\_\_\_\_

COURT OF KING'S BENCH FOR SASKATCHEWAN

JUDICIAL CENTRE \_\_\_\_\_

APPELLANT \_\_\_\_\_

RESPONDENT \_\_\_\_\_

RESPONDENT Director of the Office of Residential Tenancies

**AFFIDAVIT**

AFFIDAVIT OF \_\_\_\_\_  
*(name of deponent)*

I, \_\_\_\_\_ of \_\_\_\_\_,  
*(full name)* *(city, town, village, etc.)*

of Saskatchewan, (if the deponent is a party or the lawyer, officer, director, member or employee of a party, set out the deponent's capacity),

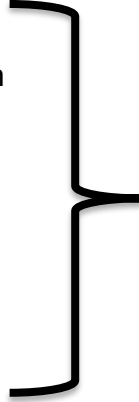
MAKE OATH AND SAY (or AFFIRM):

*(Set out the statements of fact in consecutively numbered paragraphs, with each paragraph being confined as far as possible to a particular statement of fact.)*

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_

SWORN (OF AFFIRMED) BEFORE ME  
at \_\_\_\_\_, Saskatchewan  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
A Commissioner for Oaths for Saskatchewan  
being a solicitor, or  
My appointment expires \_\_\_\_\_



\_\_\_\_\_  
(Signature)

### CONTACT INFORMATION AND ADDRESS FOR SERVICE

**If prepared by a lawyer for the party:**

Name of firm: \_\_\_\_\_

Name of lawyer in charge of file: \_\_\_\_\_

Address of legal firm: \_\_\_\_\_

*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

*or*

**If the party is self-represented:**

Name of party: \_\_\_\_\_

Address for service: \_\_\_\_\_

*(set out the street address)*

Telephone number: \_\_\_\_\_

Fax number *(if any)*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## Court of King's Bench Locations

<p><b>Judicial Centre – Battleford</b>                  Box 340, 291-23rd Street West                  Battleford, Saskatchewan S0M 0E0                  Fax: (306) 446-7737                  General Inquiries: (306) 446-7675</p>	<p><b>Judicial Centre – Estevan</b>                  1016 - 4th Street                  Estevan, Saskatchewan S4A 0W5                  Fax: (306) 637-4536                  General Inquiries: (306) 637-4527</p>
<p><b>Judicial Centre – Melfort</b>                  Box 2530, 409 Main Street                  Melfort, Saskatchewan S0E 1A0                  Fax: (306) 752-6264                  General Inquiries: (306) 752-6265</p>	<p><b>Judicial Centre – Moose Jaw</b>                  64 Ominica Street West                  Moose Jaw, Saskatchewan S6H 1W9                  Fax: (306) 694-3056                  General Inquiries: (306) 694-3602</p>
<p><b>Judicial Centre – Prince Albert</b>                  1800 Central Avenue                  Prince Albert, Saskatchewan S6V 4W7                  Fax: (306) 953-3210                  General Inquiries: (306) 953-3200</p>	<p><b>Judicial Centre – Regina</b>                  2425 Victoria Ave.                  Regina, SK S4P 4W6                  Fax: (306) 787-7217                  General Inquiries: (306) 787-5377</p>
<p><b>Judicial Centre – Saskatoon</b>                  520 Spadina Crescent East                  Saskatoon, Saskatchewan S7K 2H6                  Fax: (306) 975-4818                  General Inquiries: (306) 933-5135</p>	<p><b>Judicial Centre – Swift Current</b>                  121 Lorne Street West                  Swift Current, Saskatchewan S9H 0J4                  Fax: (306) 778-8581                  General Inquiries: (306) 778-8400</p>
<p><b>Judicial Centre – Weyburn</b>                  301 Prairie Avenue                  Weyburn, Saskatchewan S4H 0L4                  Fax: (306) 848-2395                  General Inquiries: (306) 848-2317</p>	<p><b>Judicial Centre – Yorkton</b>                  29 Darlington Street East                  Yorkton, Saskatchewan S3N 0C2                  Fax: (306) 786-1521                  General Inquiries: (306) 786-1515</p>