

# NOTICE OF APPEAL

To: Prince Edward Island Regulatory and Appeals Commission  
5<sup>th</sup> Floor, National Bank Tower  
134 Kent Street, PO Box 577  
Charlottetown, PE C1A 7L1  
Phone: (902) 892-3501  
Email: [rentalappeals@irac.pe.ca](mailto:rentalappeals@irac.pe.ca)

The appeal process is a public process.

## CONTACT INFORMATION

Appellant Name(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Preferred method of communication (check one): Phone  Email

## ORDER BEING APPEALED

I am appealing Order LD \_\_\_\_\_ made by the Director of Residential Tenancy on \_\_\_\_\_.  
I received a copy of the Order on \_\_\_\_\_.

**Note:** If you received a copy of the Order by mail, please check this box:

**Please attach a copy of the Order being appealed.**

## REASONS

Briefly describe the reasons for your appeal. If there is not enough space below, please attach a separate sheet.

Briefly describe how you want the Director's Order changed. If there is not enough space below, please attach a separate sheet.

## Contact Information for Other Parties (attach separate sheet if not enough space below)

Name of all other parties to the Order: \_\_\_\_\_  
Contact information (e-mail or phone number) for every other party:

**IMPORTANT:** You must provide this notice to all other parties named in the order within the appeal timeline set out in the *Residential Tenancy Act*. The Notice of Appeal will only be filed once you have provided proof to the Commission that **all** parties involved in a matter have been given a copy of the Notice of Appeal. An appeal **may not proceed** until the Commission has received this confirmation.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Information on this form is collected under the Residential Tenancy Act and will be used by the Commission in processing this appeal under the Act. Information provided to the Commission is collected, used, and disclosed in accordance with the *Residential Tenancy Act* and the *Freedom of Information and Protection of Privacy Act*.

### **Additional Information for Appellants**

**What to include when filing your Notice of Appeal with the Commission:**

- **A copy of the Director's Order;**
- **Proof that you have provided the Notice of Appeal to all parties.**

**Section 89 of the Act governs the appeal process. Information collected on this form will be used to process this appeal.**

This Notice of Appeal can be mailed, emailed, faxed, or hand-delivered to the Commission at:

5<sup>th</sup> Floor, National Bank Tower  
134 Kent Street, PO Box 577  
Charlottetown, PE C1A 7L1

Fax 902-566-4076

Email: [rentalappeals@irac.pe.ca](mailto:rentalappeals@irac.pe.ca)

This document must be filed during regular business hours, Monday to Friday. Documents received after regular business hours may be deemed to have been filed on the next business day. The Commission encourages Appellants to contact the office if they are dropping off documents in-person after 4:00 p.m.