

NOTICE OF APPEAL

To: Prince Edward Island Regulatory and Appeals Commission
5th Floor, National Bank Tower
134 Kent Street, PO Box 577
Charlottetown, PE C1A 7L1
Phone: (902) 892-3501
Email: 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 _____ . (Insert date)
(Insert date)

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:

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

Fax 902-566-4076

Email: 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.