

**REQUEST FOR RECONSIDERATION**

You may use this form if you object to the order issued by an Adjudicator. Return completed form to: Department of Government Services, Trade Practices Division, Residential Tenancies Section at one of the following Government Service Centres:

5 Mews Place, P.O. Box 8700, St. John's, NF, A1B 4J6, Telephone: (709) 729-2608, 729-2610;  
1 Riverside Drive, P.O. Box 2006, Corner Brook, NF, A2H 6J8, Telephone (709)637-2445; or  
McCurdy Complex, P.O. Box 2222, Gander, NF, A1V 2N9, Telephone (709)256-1019  
Toll Free - 1-877-829-2608

**NAME AND MAILING ADDRESS**

Name, address and phone numbers (daytime and evening):	
	Phone: _____
	Phone: _____

**INFORMATION ABOUT THE ORDER**

Application Number:	Date Order Issued:
---------------------	--------------------

Address of Rental Premises:
-----------------------------

**REASONS FOR OBJECTION (PLEASE ATTACH COPY OF ORDER)**

**NOTE: A statement that the party does not agree with the decision is not a valid reason. The party filing must provide new evidence that was not available at the time of the hearing, or, demonstrate that the adjudicator made an error or did not arrive at the correct decision based on the evidence presented at the hearing.**

Please explain why you object to this Order. Attach additional sheet(s) if necessary. Attach any documents you feel are necessary to support your belief.

**SIGNATURE**

Signature:	Date:
------------	-------

<p><b>PLEASE NOTE: If you are served with a copy of a request for reconsideration, you have 15 days from the date you are served to submit a reply in writing to the Residential Tenancies Section. Your reply is optional.</b></p>
---

### IMPORTANT INFORMATION:

- ✓ A filing fee of \$50.00 must be paid with this application.
- ✓ This application must be postmarked or received by this Section within 7 days of receipt of the Order.
- ✓ The applicant will be required to serve each party to the order with a copy of the application for reconsideration not later than 15 days after submitting to the division. This must be served by personal service, courier, or a form of mail that provides evidence of receipt.
- ▶ **Failure to submit either an affidavit of service indicating that each party to the order was served with a copy of the request for reconsideration not later than 15 days after the request for reconsideration was submitted or a valid reason (in writing) why service has not been effected within the 15 day period may result in the application being refused.**

A request for reconsideration form is completed by a landlord or tenant only when they have a valid reason to object to the order issued by the Residential Tenancies Section.

When an application for reconsideration is received by the director within the required time limit, it is assigned to an officer (other than the officer who heard the case) for a review. The assigned officer may contact both parties for clarification of information.

The hearing co-ordinator may contact the applicant for clarification of information.

The Director will make one of four decisions:

1. Refuse the application
2. No change to the decision
3. Replace the decision with changes
4. A further hearing could be held

### APPEAL:

An appeal of a decision may be made to the Trial Division, Supreme Court.

An appeal shall be made not later than 30 days after receiving the order or within 30 days of receiving the reconsideration order.