**Demand for Payment – Without Prejudice**

Date:--------------

Tenant's Name: ----------------  
  
Tenant’s Address:   
Insert Street Address

Insert City, BC  
Insert Postal Code

Landlord’s Name: --------------  
  
Landlord’s Address:

Insert Street Address

Insert City, BC  
Insert Postal Code

Dear Insert Your Landlord's Name*,*

This is a formal demand letter for payment in the amount of Insert Amount of Monetary Order. Please see the attached Monetary Order from the Residential Tenancy Branch dated Insert Date Here.

Please provide me with payment in full by Insert a reasonable deadline here. If I have not received your payment by that day, I have the right to enforce this order in Small Claims Court.

Through Small Claims Court I have the right to request a payment hearing to find out information about your financial situation. I also have the right to apply to garnish money from your wages and bank accounts, hire a court bailiff to seize and sell your belongings, or register a judgment against your property at the Land Title office. When a judgment is registered against a property, the property owner is usually unable to sell or mortgage the property.

I am hopeful that we can resolve this matter without going through Small Claims proceedings. Please feel free to contact me if you would like to discuss payment options.

For additional information, please refer to Residential Tenancy Branch’s website on enforcing a monetary order <http://www2.gov.bc.ca/gov/topic.page?id=F5709091E978464C84DC373CC556D44F>.

Thank you,

[Signature]

Tenant's Name: Insert Your Name

*Note to tenants using this template: Please edit this template and customize it to your needs. All fonts must be size 8 or larger. Always keep a copy of any correspondence you send to your landlord for future reference. It is also beneficial to have someone (preferably not just a co-tenant or family member) witness delivery of the letter and sign the copy you keep indicating the date and method of service. This can be used as evidence if you need to pursue further action through a dispute resolution hearing.*