

Guide Form S: Application to Director - Return of Security Deposit

(Residential Tenancies Act, R.S.N.S. 1989, c. 401)



File number _____

Important Information

This form is for a tenant who is applying to have their security deposit returned **if more than 10 days** have passed since the termination of a tenancy. Additional information on the Counting Days Policy can be found at www.novascotia.ca/rta.

You may apply to have your security deposit returned if more than 10 days have passed since the termination of the tenancy, and one of the following has occurred:

- You did not consent in writing to your landlord retaining all or part of the security deposit and you did not receive your security deposit or a copy of a Form R: Security Deposit Claim Form; or
- Your landlord filed a Form R: Security Deposit Claim Form and you wish to dispute your landlord's claim to the security deposit.

The applicant must serve the landlord with a copy of this application and return to the Access Centre or submit online an Affidavit of Service in Form L or a Certificate of Service in Form L1 before the application will be reviewed by a Residential Tenancy Officer.

For all other disputes, use Form J: Application to Director. Instructions on using Form J can be found at www.novascotia.ca/rta.

How to complete this form?

Tenant Information

Complete this section using your information and current address.

Landlord Information

Complete this section with the landlord's information as it appears on the lease. If you do not have a lease, use the landlord's full name.

Rental Unit

Give the complete address of the rental unit, as it appears on the lease. If you do not have a lease, give the full civic address, including the postal code.

Additional information

You may include proof that you are entitled to the return of the Security Deposit. Evidence, such as Rental Unit Condition Report and photographs are acceptable and may be attached to this form.

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Process for submitting Form S

- 1 Complete pages F1 and F2 either online or by submitting the documents in-person at Access Nova Scotia.
- 2 An application fee of \$31.15 must be paid at that time to complete the application process. This fee may be refunded when a decision is in a tenant's favour.
You may be eligible to have the fee waived if:
 - you receive the Guaranteed Income Supplement, Income Assistance, or Family Benefits
 - you believe your financial circumstance makes it difficult to pay the fee(For more information on the fee waiver process visit <https://beta.novascotia.ca/apply-waive-fee-application-director-residential-tenancies>)
- 3 You must serve the landlord a copy of this form in one of the following ways:
 - Hand the form to the landlord, in-person (It must not be placed in the mailbox/slot, posted to the door, or slid under the door)
 - Send it by pre-paid registered mail, express post, or courier service to the address of the landlord that was provided in the lease. Keep a copy of the receipt showing proof the notice was prepaid, properly addressed, and sent.
 - Send it electronically if the landlord provided an electronic address in the lease to receive documents.
- 4 The person who served the documents must complete the Form L1: Certificate of Service (<https://beta.novascotia.ca/certificate-service-residential-tenancies-form-l1>) and include with application by returning the document in-person at Access Nova Scotia or submitting online.
- 5 The Residential Tenancy Officer will review the application and render an Order of the Director.

Keep a copy of all forms for your records.

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1. Address of Rental Unit

Street number and name (civic address) _____

Apartment _____ City or town _____ Postal code _____

2. Tenant Information

Name (full name)

Street number and name (civic address) _____

Apartment _____ City or town _____

Province _____ Postal code _____

Phone (home) _____ Phone (business/other) _____

Email address _____

Mailing address, if different _____

I hereby consent to Service Nova Scotia communicating with me about this Application by email.

3. Landlord Information

Name (company or first name, initial, last name)

Street number and name (civic address) _____

Apartment _____ City or town _____

Province _____ Postal code _____

Phone (home) _____ Phone (business/other) _____

Email address _____

Mailing address, if different _____

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4. Details of application

Amount of deposit \$ _____ Date Deposit Paid (YYYY MM DD) _____

This is an application for

- Return of Security Deposit in the amount of \$ _____ :
- Costs of the application fee

Reason for application (check which of the following applies)

- I did not consent in writing to the landlord retaining all or part of the security deposit and I did not receive my security deposit within 10 days of the date of termination of the tenancy or a copy of a Form R: Security Deposit Claim Form.
- My landlord filed a Form R: Security Deposit Claim Form and I wish to dispute my landlord's claim to the security deposit.

Lease Details

Is there a written lease? Yes No

What date did the tenancy start? (YYYY MM DD) _____

What date did the tenancy terminate? (YYYY MM DD) _____

5. Sign and date this form

Date (YYYY MM DD) _____ Applicant's signature _____