

Form L1: Certificate of Service

(subsection 25(4) of the Residential Tenancies Regulations)



File number _____

Re: Hearing date _____ Time am pm

I, (name) _____

of (civic address) _____

in the County of _____, **Nova Scotia, hereby certify that on** (day of the week) _____, (day/month) _____, **20**_____.

I served, (name of person served) _____

with a true copy of (check applicable box(es)) Application to Director Notice of Hearing

by **personal service at** (place of service) _____ **at** (time) _____ am pm.
OR

prepaid registered mail, prepaid express post or prepaid courier service to

(address) _____ **and the receipt is attached showing proof that the document was prepaid and properly addressed and sent.**

OR

sending it electronically to (electronic address) _____

at (time) _____ am pm, **and a copy of the email is attached showing the date and time the document was sent.**

Sign and date this form

Date (YYYY MM DD) _____ Signature _____

Print name _____

- This Certificate must be completed by the person who served the document.
- If you served the document by registered mail, express post or courier service, it is deemed to have been served on the 3rd day after the day of mailing. Attach the receipt showing proof that it was prepaid and properly addressed and sent.
- If you served the document electronically and it is sent by 4:00 pm, it is deemed to have been served on the day on which it was sent, unless
 - it is sent on a Saturday, Sunday or holiday, in which case it is deemed to have been served on the next day that is not a Saturday, Sunday or holiday; or
 - it is sent after 4:00 pm on any day, in which case it is deemed to have been served on the next day that is not a Saturday, Sunday or holiday.
- If you served the document electronically, attach a copy of the email showing the date and time the document was sent.
- This certificate must be received by Service Nova Scotia before investigation and mediation will begin.