

Form L: Affidavit of Service

(Section 25 of the Residential Tenancies Regulations)



Re: Hearing date _____ Time _____ am pm **File number** _____

I, (name) _____

of (civic address) _____
in the County of _____, **Nova Scotia, make oath 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 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

Signature _____

Print name _____

Sworn to before me at _____,
in the County of _____,
this _____ day of _____, 20____.

A Barrister or Commissioner of the
Supreme Court of Nova Scotia

- This affidavit must be completed by the person who served the document.
- Sign in the presence of a lawyer or commissioner of oaths. (Many Service Nova Scotia staff are commissioners.)
- 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 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 affidavit must be received by Service Nova Scotia before investigation and mediation will begin.