



# Applicant Checklist for Projects Involving Tenant Relocation Development Permit Process

## A. Pre-Application

- Review applicable policies:
  - The rights and responsibilities of landlords and tenants is regulated by the Province and is set out in the Residential Tenancy Act: [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_02078\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_02078_01)

For more information, about the City's rental housing protection policies, please refer to the following documents:

- Rental Housing Stock ODP: <http://vancouver.ca/files/cov/rate-of-change.pdf>
- Rate of Change Guidelines: <http://former.vancouver.ca/commsvcs/guidelines/R021.pdf>
- SRA Bylaw: <http://vancouver.ca/people-programs/protecting-single-room-accommodations.aspx>

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## B. Application

- Applicants are encouraged to submit Tenant Relocation Application Form, which includes rental statistics on the existing site and a draft tenant relocation plan:
- Begin communication with tenants

The purpose is to inform tenants of the notice to redevelop and provide information on the process and timelines involved. Note: Applicants should not be issuing any Notices to End Tenancy at this early stage. For more information on sample communication forms, please see: <http://vancouver.ca/files/cov/communication-to-tenant-templates.pdf>
- Finalize the Tenant Relocation Plan

A Final Tenant Relocation Plan will be revised based on Staff comments and/or discussions with the applicant. The Final Tenant Relocation Plan should be submitted and approved by Staff prior to Director of Planning or Development Permit Services Committee approval of the application.
- Once the terms are agreed to by the City and applicant, the applicant is encouraged to provide the Final Tenant Relocation Plan to tenants either by email or in writing. The Plan should be formatted in a way that is clear and user-friendly. For examples of sample Final Tenant Relocation Plans, please see: <http://vancouver.ca/files/cov/tenant-relocation-plan-example.pdf>

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## C. Satisfying Prior to Conditions

- Submit notarized declaration stating:
  - That each person occupying the building has been given written notice of the intent to redevelop the property;
  - The number of units occupied on the date of the notice;
  - Notices have been posted in conspicuous places in the building, advising of the intent to redevelop;

- Signatures from each tenant and date verifying that they have **received** the terms of the Tenant Relocation Plan

For more information on what should be provided in the notarized declaration, and for instances where the building is vacant at the time of application, please refer to the Rate of Change Guidelines (page 2):

<http://former.vancouver.ca/commsvcs/guidelines/R021.pdf>

For an example of a notarized declaration, please see: <http://vancouver.ca/files/cov/notarized-declaration-template.pdf>

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#### **D. Prior to Issuance of Occupancy Permit**

- Applicant is encouraged to submit a Final Tenant Relocation Report prior to issuance of DE. The report should include:
  - Name of tenants
  - Indicates the outcome of their search for alternate accommodation
  - Summarizes the total monetary value given to each tenant (moving costs, rents); and
  - Summary of all communication provided by the tenants.

To access the Final Tenant Relocation Reports template, please see: <http://vancouver.ca/files/cov/tenant-relocation-report-template.docx>