



Tenant Relocation Plan Application Form for Market Developments in with Enhanced TRP Requirements

(Broadway Plan, Grandview-Woodland & Transit-Orientated Areas)

Project Address:

This form must be completed as part of the rezoning or development permit process if there are tenants on site.

Step 1:	Understand your rights and responsibilities as a landlord. Please review the documents in the Background section as it pertains to relocating tenants and the City's rental replacement policies
Step 2:	Complete Sections 1 to 3: Existing Rental Housing & Tenants On Site, Declaration of Tenant Impact and Rental Statistics
Step 3:	Complete application requirements
Step 4:	Save and return the completed form with project application to City Staff for feedback.

BACKGROUND: Rights and Responsibilities of Landlord and Tenants

The rights and responsibilities of landlords and tenants are regulated by the Province and set out in the **Residential Tenancy Act**: 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** <https://bylaws.vancouver.ca/ODP/odp-rental-housing-stock.pdf>
- TRP Policy** <https://guidelines.vancouver.ca/policy-tenant-relocation-protection-for-rezonings.pdf>
- TRP Bulletin Process & Requirements** <https://vancouver.ca/files/cov/tenant-relocation-and-protection-policy-process-and-requirements.pdf>
- TRP Best Practices Guide** <https://vancouver.ca/files/cov/trpp-best-practices-guide.pdf>

Owners of **SRA-designated properties** should refer to the SRA Bylaw for development and tenant protection requirements relevant to the SRA stock. Learn more at <http://vancouver.ca/srabylaw>

SECTION 1: Existing Rental Housing & Tenants On Site

Include all units in purpose-built rental buildings and secondary rental (i.e. basement suites, laneway houses, strata condo rented suites, multiple conversion dwellings, single family homes that are rented out, etc..)

Existing Rental Housing & Tenants On Site	
Purpose-built rental buildings <i>(e.g. apartment rental buildings, rental above commercial)</i>	# of rented units # of tenants
Secondary rental <i>(e.g. basement suites, laneway houses, strata condo rented suites, single family homes rented out, etc.)</i>	# of rented units # of tenants
Total	# of rented units # of tenants

SECTION 2: Declaration of Tenant Impact

Indicate how the work you are proposing will affect tenants:

Tenant Impact*			Application Requirements
Work will require the permanent relocation of tenant(s)	<input type="checkbox"/> Y	<input type="checkbox"/> N	If Yes, complete Sections 3 and 4. If the project has secondary rental units, complete Section 3 only, your housing planner will provide further instructions.
Work can be completed without requiring tenant relocation or displacement	<input type="checkbox"/> Y	<input type="checkbox"/> N	If Yes, complete Section 3 and submit a notarized Statement of Non-Impact confirming that no tenants will be displaced as a result of the proposed work.
Work will require the temporary relocation of tenant(s)	<input type="checkbox"/> Y	<input type="checkbox"/> N	If Yes, complete Sections 3 and 5.

*For more information on the Residential Tenancy Act's requirements for ending a tenancy for landlord's use of property, including for major renovations or repairs, see <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/ending-a-tenancy/landlord-notice>

SECTION 3: Rental Statistics

A. Proposed Project Statistics

Date of Application:		Applicant:		Owner:	
Phone:		Email:			
Building #:		Street:			
Legal description of site (PID):					
Proposed permit # or type:					
Current zoning:			Proposed zoning:		
Proposed project: <i>e.g. total number of new units, unit mix (number of studios, 1-beds, 2-beds etc.), existing units vs. new units</i>					
How long have you owned the property? <i>For primary rental buildings only</i>					

Does the proposed project have new or replacement rental units?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N
Is this a proposed renovation of existing rental unit(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N

B. Existing Purpose-built / Primary Rental Units *(skip this section if you have secondary units only)*

Unit Type	Number of Units	Number Currently Occupied	Average Size (sq. ft.)	Average Rents (\$/mo.)	
Studio					
1 Bed					
2 Bed					
3 Bed					
Other					% of Units Occupied
Total					

Other units (describe):	
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C. Existing Secondary Rental Units *(skip this section if you have primary rental units only)*

Address for each parcel in the project	Has ownership of the parcel been transferred to the applicant / developer? <i>If yes, please list the date of ownership transfer (yyyy / mm / dd)</i>	How many units were being rented on the date of rezoning / DP application?* <i>Please indicated the type of unit (e.g. basement suite, rented house, laneway house, rented condo suite)</i>

*Note: If this is a rezoning in pre-enquiry stage, please indicate the units currently being rented. Your housing planner will confirm existing tenancies when a formal application is submitted.

D. Vacant Units

If more than 5% of units in the building are currently vacant, please indicate why.

E. Existing Tenants

Appendix A: Tenant Information form will be provided separately. You will be required to have the following information on all tenants:

- unit number;
- initial move-in date (this is the original move-in lease or agreement, not the most recent);
- move-out date (if the unit is vacant, indicate the date of vacancy);
- existing bedroom type; and
- existing rent (\$)

and

Appendix B: Privacy Agreement download form at <https://vancouver.ca/files/cov/tenant-relocation-and-protection-policy-privacy-agreement.pdf>. Sign and provide the original version to the City.

SECTION 4: Draft Tenant Relocation Plan

Please complete the “Draft TRP Details” column in the following chart. The notes in the shaded column correspond to the expectations under the City’s rental housing protection policies and indicate both minimum requirements and typical scenarios encountered. Staff will assess the proposed Tenant Relocation Plan and provide comments during the application phase.

If your project has secondary rental only (i.e. is not a purpose-built rental building), do not fill out this section until your housing planner has informed you whether you have eligible tenants.

Relocation Plan Components	A. Draft TRP Details <i>(to be completed by applicant to confirm understanding of the policy requirements)</i>	B. City Staff Comments <i>(to be completed by staff during Application Review)</i>	C. Applicant Comments <i>(to be completed by applicant during Application Review)</i>
	Date:	Date:	Date:
<p>Notification</p> <p>A minimum of four months’ notice to end tenancy must be provided only after all permits are issued (e.g. all development, building, and demolition permits).</p> <p><i>A longer timeframe may be offered.</i></p>			
<p>Communication</p> <p>Ongoing communication regarding the progress of the development and tenant relocation process. This may include letters to tenants with updates or regular one-on-one meetings.</p> <p><i>All eligible Tenants must be kept up to date with status of relocation needs.</i></p>			

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<p>Compensation per unit</p> <ul style="list-style-type: none"> • 4 months' rent –tenancies up to 5 years • 5 months' rent –tenancies over 5 years and up to 10 years • 6 months' rent –tenancies over 10 years and up to 20 years • 12 months' rent –tenancies over 20 years and up to 30 years • 18 months' rent –tenancies over 30 years and up to 40 years • 24 months' rent –tenancies over 40 years <p><i>Compensation may take the form of free rent, a lump sum payment, or a combination of both, and should be provided to the tenant(s) at the time of move-out.</i></p> <p><i>Tenants have the choice of compensation based on length of tenancy or one of the rent top-up options per the information below.</i></p>			

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<p>Temporary Rent Top-up</p> <p>This is paid by the applicant for the time a tenant is in interim housing before they can exercise their Right of First Refusal.</p> <p><i>If applicant procures interim housing, the amount will be equal to the difference between the tenants' existing rents at the time of rezoning application or development application in the case of a development permit only application, and the rent in their new unit. If tenant procures interim housing, the amount will be equal to the difference between the tenants' existing rents at the time of rezoning application or development application if no rezoning, and the City-wide average for unit size based on CMHC rate at time of move-out.</i></p> <p><i>This option is unavailable if tenants decide to move out with less than four months' notice</i></p>			
<p>Lump Sum Rent Top-up</p> <p>Instead of temporary rent top-up payments, a tenant can choose to receive a one-time lump sum rent top-up payment. The lump sum amount is equivalent to the estimated value of a rent top-up.</p> <p><i>The lump sum amount is equivalent to the estimated value of 33-months with an annual 2.5% increase.</i></p> <p><i>Payment is due when notice to end tenancy is served (when the Building Permit Stage 1 is issuable) and payable in two phases as per the TRPP Bulletin.</i></p>			

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<p>Interim Utilities Cost</p> <p>If a tenant chooses to receive a temporary rent top-up and the rent in their original unit included heat & hot water and their new unit does not include these costs, they will receive an additional payment of \$1,500 to mitigate these interim utility costs.</p>			
<p>Moving Expenses</p> <p>The applicant should: a) hire an insured moving company, with all arrangements and costs covered; and/or b) provide a flat rate of \$750 for a bachelor/1-bed unit, and \$1,000 for a 2- or more bed unit</p> <p><i>The applicant may choose whether to offer one or both options to eligible tenants.</i></p>			

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<p>Assistance in Finding Alternate Accommodation</p> <p>Three relocation options that best meet the tenant's identified priorities as detailed in the Tenant Needs Survey and additional one-on-one conversations should be provided when requested.</p> <p>Where possible, options should be tailored to the tenant (e.g. pet friendly, smoke-free, etc.).</p> <p><i>For low income tenants or those facing other barriers to appropriate housing, please see page 8.</i></p>			
<p>Right of First Refusal</p> <p>Applicants will provide a 20% discount off city-wide average market rents by unit type for the City of Vancouver, set at the time of occupancy permit issuance, or at the tenants' current rent set at the time of initial application submission, whichever is less</p> <p><i>Right of First Refusal only applies to projects where one-for-one replacement is required under the Rental Housing Stock ODP or if the project is proposing new market rental. For social housing projects, tenants should be offered ROFR provided they meet eligibility requirements.</i></p>			

**Tenants with pets should be accommodated both when requesting assistance finding new accommodation and when exercising the Right of First Refusal option*

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<p>Additional Support for Low Income Tenants or Tenants Facing Other Barriers to Housing</p> <p>Additional support must be provided to low income tenants or tenants facing other barriers to appropriate housing. This may include:</p> <ul style="list-style-type: none"> • Assistance in securing an affordable housing option (applicant will be required to provide proof that an affordable housing option has been secured) • Assistance in securing an accessible unit or other appropriate unit type (e.g. supportive housing, assisted living facility) • Additional supports such as a stipend to offset relocation difficulties, and/or pay for costs or supports related to relocation (e.g. unit modifications, packing, translation services etc.) up to \$2,500 <p><i>If a permanent option cannot be secured immediately, an interim measure (e.g. providing a rent top-up) may be considered until a permanent option can be secured. A permanent option must be secured prior to Occupancy Permit.</i></p>			

SECTION 5: Temporary Relocation Option

<p>Temporary Relocation Plan Components</p>	<p>A. Draft TRP Details <i>(to be completed by applicant with Rezoning or DP application submission)</i></p>	<p>B. City Staff Comments <i>(to be completed by staff during Application Review)</i></p>	<p>C. Applicant Comments <i>(to be completed by applicant during Application Review)</i></p>
<p>For renovations where tenants are required to leave their unit for more than one day, but where tenancies do not need to end, the applicant must provide a temporary relocation offer to tenants, including:</p> <ul style="list-style-type: none"> • Communication to tenants specifying the scope of work required and length of time the tenant needs to be out of the unit • Reduced rent or payment in proportion to the temporary relocation costs incurred by relocating to other suitable accommodation, or provision of temporary accommodation (e.g. in another unit in the building, hotel, etc.) <p><i>If the scope of work changes, the applicant will be required to communicate the changes to the tenant. In addition, Staff may require the temporary relocation strategy to be revisited (e.g. provide full Tenant Relocation Plan as per above) depending on the new scope of work.</i></p>			

SECTION 6: Final Tenant Relocation Plan Summary

Applicant: Please review the final Tenant Relocation Plan below and initial on page 12 to confirm agreement.

TO BE COMPLETED BY STAFF AND CONFIRMED BY APPLICANT

Address:

**Notification and
Communication**

**Compensation
Options**

**Option #1:
Financial
Compensation**

**Option #2:
Temporary
Rent Top-up**

**Option #3:
Lump Sum
Rent Top-up**

**Interim Utilities
Cost**

Moving Expenses	
Assistance in Finding Alternate Accommodation	
Right of First Refusal	

Additional Support for Special Circumstances	
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Applicant: Please initial to confirm that you have read, and agree to, the final Tenant Relocation Plan.

FOR STAFF USE ONLY	
Staff Comments:	
Final Tenant Relocation Plan Approval Date:	
Approved By:	