



# TENANT RELOCATION APPLICATION FORM FOR SRA-DESIGNATED PROPERTIES

Building Address:

**This form must be submitted with your rezoning, development or SRA permit application.**

|                |  |
|----------------|--|
| <b>Step 1:</b> | <b>Understand your rights and responsibilities as a landlord</b><br>Please review the documents in the <b>Background</b> section as it pertains to relocating tenants and the City's rental replacement policies   |
| <b>Step 2:</b> | Complete Section 1 – Declaration of Tenant Impact and determine the requirements of your application   |
| <b>Step 3:</b> | Complete application requirements  |
| <b>Step 4:</b> | Return completed form to City SRA staff for feedback. To ensure tenant's personal information is protected, contact <a href="mailto:sro@vancouver.ca">sro@vancouver.ca</a> to arrange for access to a specialized link where documents can be submitted. |

## BACKGROUND: Rights and Responsibilities of Landlord and Tenants

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)

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

## SECTION 1: Declaration of Tenant Impact

Indicate how the work you are proposing will impact tenants.

| Tenant Impact   |                          |   |                          |   | Application Requirements   |
|---|--------------------------|---|--------------------------|---|--|
| Work can be completed without requiring tenant relocation or displacement.  | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | Complete Section 2 and submit a <a href="#">Notarized Declaration</a> confirming that no tenants will be displaced as a result of the proposed work. |
| Work requires temporary tenant relocation (e.g. 2 months or less) but existing tenancy agreements will be maintained.               | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | Complete Sections 2 and 3  |
| Work will require permanent relocation of Tenant(s)*  | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | Complete Sections 2 and 4  |
| Redevelopment to non-market housing - Work will require relocation of tenants for an interim period until redevelopment is complete | <input type="checkbox"/> | Y | <input type="checkbox"/> | N | Complete Sections 2 and 5  |

## SECTION 2: Rental Statistics

### A. Proposed Project Statistics

|                                  |                          |            |                          |        |                            |
|----------------------------------|--------------------------|------------|--------------------------|--------|----------------------------|
| Date:                            |                          | Applicant: |                          | Owner: |                            |
| Phone:                           |                          | Email:     |                          |        |                            |
| Building #:                      |                          | Street:    |                          | City:  |                            |
| Legal Description of site (PID): |                          |            |                          |        |                            |
| SRA By-Law Designated:           | <input type="checkbox"/> | Y          | <input type="checkbox"/> | N      | Proposed Permit # or Type: |

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

### A. Proposed Project Statistics (continued)

|                 |  |                  |  |
|-----------------|--|------------------|--|
| Current Zoning: |  | Proposed Zoning: |  |
|-----------------|--|------------------|--|

|   |                          |   |                          |   |
|---|--------------------------|---|--------------------------|---|
| Proposed Project (Describe):  |                          |   |                          |   |
| Does the proposed project have new or replacement rental units?       | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| Is this a proposed renovation of existing rental rooms/unit(s)?       | <input type="checkbox"/> | Y | <input type="checkbox"/> | N |
| <i>If No to both, please skip to Section C: Existing Rental Units</i> |                          |   |                          |   |

**B. Proposed new or renovated rental units**

| Unit Type                      | Number of units | Average Size (sq. ft.) | Size Range (sq. ft.) | Initial Average Rents (\$/mo.) | Initial Rent Range (\$/mo.) |
|--------------------------------|-----------------|------------------------|----------------------|--------------------------------|-----------------------------|
| Sleeping Unit <sup>1</sup>     |                 |                        |                      |                                |                             |
| Housekeeping Unit <sup>2</sup> |                 |                        |                      |                                |                             |
| Studio                         |                 |                        |                      |                                |                             |
| 1 Bed                          |                 |                        |                      |                                |                             |
| 2 Bed                          |                 |                        |                      |                                |                             |
| 3 Bed                          |                 |                        |                      |                                |                             |
| 4 Bed                          |                 |                        |                      |                                |                             |
| Other                          |                 |                        |                      |                                |                             |
| <b>Total</b>                   |                 |                        |                      |                                |                             |

|                         |  |
|-------------------------|--|
| Other units (describe): |  |
|-------------------------|--|

**C. Existing Rental Units/Rooms in SRA Designated Property**

| Unit Type                      | Number of units | Number Currently Occupied | Average Size (sq. ft.) | Average Rents (\$/mo.) |                     |
|--------------------------------|-----------------|---------------------------|------------------------|------------------------|---------------------|
| Sleeping Unit <sup>1</sup>     |                 |                           |                        |                        |                     |
| Housekeeping Unit <sup>2</sup> |                 |                           |                        |                        |                     |
| Studio                         |                 |                           |                        |                        |                     |
| 1 Bed                          |                 |                           |                        |                        |                     |
| 2 Bed                          |                 |                           |                        |                        |                     |
| 3 Bed                          |                 |                           |                        |                        |                     |
| Other                          |                 |                           |                        |                        | % of units occupied |
| <b>Total</b>                   |                 |                           |                        |                        |                     |

|                         |  |
|-------------------------|--|
| Other units (describe): |  |
|-------------------------|--|

**D. Vacant Rooms/Units**

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

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<sup>1</sup> Sleeping Unit is defined as one or more rooms equipped to be used for sleeping and sitting purposes.

<sup>2</sup> Housekeeping unit is defined as a sleeping unit containing facilities for cooking.

## E. Existing Tenants

Please provide a rent roll of the existing tenants on site.

To complete this section, download the excel file named **Tenant Relocation Application Form Appendix A** at <https://vancouver.ca/files/cov/tenant-relocation-application-form-appendix-a.xlsx>.

Please provide a rent roll using **Appendix A** of all existing tenants on site and supplementary information on any tenants with special circumstances (e.g. disabilities, seniors, etc.).

You will be required to have the following information on all existing tenants:

- name of tenant;
- phone number of tenant;
- email of tenant;
- unit number;
- initial move-in date (if the unit is vacant, indicate the date of vacancy);
- size of unit (sq. ft.);
- existing rent (\$);
- whether unit is subsidized and what subsidy (Shelter Rate, RGI / HILs, SAFER, etc.); and
- any special circumstances.

## F. Privacy Agreement

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

### Section 3: Temporary Tenant Relocation Plan (Temporary Displacement during Repair, Alteration, or Improvements)

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 SRA By-law and indicate minimum requirements. Staff will assess the proposed Temporary TRP and provide comments. The purpose of this section is to understand your plan for assisting residents with the relocation process and in securing them a temporary and affordable housing option. Following the approval of your Plan and prior to receiving your permit, you will be required to submit a [Notarized Declaration](#) and copies of your communications with tenants.

| Temporary Relocation Plan Components   | Draft TRP Details<br><i>(to be completed by applicant with rezoning or permit application submission)</i> |  | City Staff Comments<br><i>(to be completed by staff during application review)</i> |  | Applicant Comments<br><i>(to be completed by applicant during application review)</i> |  |
|--|---|--|--|--|---|--|
|  | Date:   |  | Date:  |  | Date:   |  |
| SRA By-law 4.8(e)(i)   |   |  |  |  |   |  |
| <p><b>Ensure temporary rehousing option that limits disruption to tenants</b></p> <p>Describe the temporary tenant relocation arrangements including the anticipated amount of time tenants will be required to be out of their rooms.</p> <p>Provide and assist in securing a relocation option of a unit that best meets the tenant’s identified priorities and needs.</p> <p>Relocation should minimize disruption for tenants by providing an alternative accommodation option that involves minimal moves, prioritizes options in the current neighbourhood, and takes into account additional tenant considerations.</p> |   |  |  |  |   |  |
| <p><b>Maintain affordability for tenants</b></p> <p>Rehousing options should be comparable or better accommodation at a comparable or lesser rent for the permanent resident of the designated room during the course of the repair or alteration.</p> <p>The relocation option provided must be affordable for all tenants:</p> <ul style="list-style-type: none"> <li>For existing tenants paying shelter rate/rent-g geared to income must be priced at rents that are no higher than what they are eligible for based on existing subsidy requirements.</li> </ul>   |   |  |  |  |   |  |
| <b>Relocation and Return Assistance</b>  |   |  |  |  |   |  |

|   |  |  |  |
|---|--|--|--|
| <p>Moving expenses must be provided for temporary relocation accommodations and return assistance.</p> <p>The applicant will arrange for the relocation and return of the permanent resident to their designated room and pay actual moving expenses:</p> <ul style="list-style-type: none"> <li>• An insured moving company may be hired by the applicant with all arrangements and costs covered; or</li> <li>• A flat rate of \$750.</li> </ul>  |  |  |  |
| <p><b>First Right of Refusal</b></p> <p>Confirm that tenancy agreements will be maintained in accordance with the Residential Tenancy Act.</p> <p>Provide tenant first right of refusal for tenant to re-let their designated room from and after completion of the repair or alteration at the permanent resident's contribution to the rent paid immediately before commencement of the repair or alteration.</p> <p>Applicant will arrange for the return of the permanent resident to their designated room, and pays actual moving expenses.</p> |  |  |  |
| <p><b>Communication and engagement</b></p> <p>All tenants will be provided with advance notice and ongoing communication, including:</p> <ul style="list-style-type: none"> <li>• Ongoing communication regarding the progress of the repairs or alterations and the tenant relocation process, e.g. via regular correspondence, tenant meetings, or office hours on site.</li> <li>• Provides assurances that, after completion of the repair or alteration, the owner will rent the designated room to a permanent resident.</li> </ul>             |  |  |  |

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|--|--|--|--|
| <p><b>Support for Additional Tenant Needs</b></p> <p>The applicant is encouraged to utilize a tenant needs survey and one-on-one meetings to identify any special circumstances that may need to be addressed as part of the temporary relocation process. In special circumstances, additional support such as partnering with health organizations and other non-profit services may be requested for residences with special circumstances.</p> <p><i>Additional supports may also include paying costs related to relocation (e.g. unit modifications, packing, translation services, etc.).</i></p> |  |  |  |
|--|--|--|--|

#### Section 4: Tenant Relocation Plan (Permanent Relocation)

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 SRA By-law and indicate minimum requirements. Staff will assess the proposed TRP and provide comments. The purpose of this section is to understand your plan for assisting residents with the relocation process and in securing them a permanent and affordable housing option. Following the approval of your Plan and prior to receiving your permit, you will be required to submit a [Notarized Declaration](#) and copies of your communications with tenants.

| Permanent Relocation Plan Components  | Draft TRP Details<br><i>(to be completed by applicant with rezoning or permit application submission)</i> |  | City Staff Comments<br><i>(to be completed by staff during application review)</i> |  | Applicant Comments<br><i>(to be completed by applicant during application review)</i> |  |
|---|---|--|--|--|---|--|
|   | Date:   |  | Date:  |  | Date:   |  |
| SRA By-law 4.8(f)(g)(i)   |   |  |  |  |   |  |
| <p><b>Ensure permanent rehousing option that limits disruption to tenants</b></p> <p>Describe the permanent tenant relocation arrangements.</p> <p>Provide and assist in securing a permanent relocation option of a unit that best meets the tenant's identified priorities and needs.</p> <p>Relocation should minimize disruption for tenants by providing an alternative accommodation option that involves minimal moves, prioritizes options in the current neighbourhood, and takes into account additional tenant considerations.</p> |   |  |  |  |   |  |
| <p><b>Maintain affordability for tenants</b></p> <p>Rehousing options should be comparable or better accommodation at a comparable or lesser rent for the permanent resident who is displaced.</p> <p>The relocation option provided must be affordable for all tenants:</p> <ul style="list-style-type: none"> <li>For existing tenants paying shelter rate/rent-geared to income must be priced at rents that are no higher than what they are eligible for based on existing subsidy requirements.</li> </ul>                              |   |  |  |  |   |  |
| <p><b>Moving Expenses</b></p> <p>Moving expenses must be provided for relocation accommodations.</p> <p>The applicant will arrange for the relocation of the permanent resident who is displaced and pay actual moving expenses:</p> <ul style="list-style-type: none"> <li>An insured moving company may be hired by the applicant with all</li> </ul>   |   |  |  |  |   |  |

|   |  |  |  |
|---|--|--|--|
| <p>arrangements and costs covered; or</p> <ul style="list-style-type: none"> <li>• A flat rate of \$750.</li> </ul>   |  |  |  |
| <p><b>Compensation</b></p> <p>Additional compensation based on the length of tenancy of the permanent resident as follows:</p> <ul style="list-style-type: none"> <li>• 4 months' rent for tenancies up to 5 years,</li> <li>• 5 months' rent for tenancies over 5 years and up to 10 years,</li> <li>• 6 months' rent for tenancies over 10 years and up to 20 years,</li> <li>• 12 months' rent for tenancies over 20 years and up to 30 years,</li> <li>• 18 months' rent for tenancies over 30 years and up to 40 years, and</li> <li>• 24 months' rent for tenancies over 40 years.</li> </ul> |  |  |  |
| <p><b>Communication and engagement</b></p> <p>All tenants will be provided with advance notice and ongoing communication, including:</p> <ul style="list-style-type: none"> <li>• Ongoing communication regarding the progress of the tenant relocation process, e.g. via regular correspondence, tenant meetings, or office hours on site.</li> <li>• Provides assurances that, after completion of the repair or alteration, the owner will rent the designated room to a permanent resident.</li> </ul>  |  |  |  |
| <p><b>Support for Additional Tenant Needs</b></p> <p>The applicant is encouraged to utilize a tenant needs survey and one-on-one meetings to identify any special circumstances that may need to be addressed as part of the temporary relocation process. In special circumstances, additional support such as partnering with health organizations</p>  |  |  |  |

|  |  |  |  |
|--|--|--|--|
| <p>and other non-profit services may be requested for residences with special circumstances.</p> <p><i>Additional supports may also include paying costs related to relocation (e.g. unit modifications, packing, translation services, etc.).</i></p> |  |  |  |
|--|--|--|--|

### Section 5: Tenant Relocation Plan (Temporary Relocation during Redevelopment)

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 SRA By-law and indicate minimum requirements. Staff will assess the proposed TRP and provide comments. The purpose of this section is to understand your plan for assisting residents with the relocation process and in securing them a temporary and affordable housing option. Following the approval of your Plan and prior to receiving your permit, you will be required to submit a [Notarized Declaration](#) and copies of your communications with tenants.

| Temporary Relocation Plan Components                                | Draft TRP Details<br><i>(to be completed by applicant with rezoning or permit application submission)</i> |  | City Staff Comments<br><i>(to be completed by staff during application review)</i> |  | Applicant Comments<br><i>(to be completed by applicant during application review)</i> |  |
|---|---|--|--|--|---|--|
|   | Date:   |  | Date:  |  | Date:   |  |
| SRA By-law 4.8(f)(g)(i)   |   |  |  |  |   |  |
| Ensure temporary rehousing option that limits disruption to tenants |   |  |  |  |   |  |

|  |  |  |  |
|--|--|--|--|
| <p>Describe the temporary tenant relocation arrangements.</p> <p>Provide and assist in securing a temporary relocation option of a unit that best meets the tenant's identified priorities and needs.</p> <p>Relocation should minimize disruption for tenants by providing an alternative accommodation option that involves minimal moves, prioritizes options in the current neighbourhood, and takes into account additional tenant considerations.</p>  |  |  |  |
| <p><b>Maintain affordability for tenants</b></p> <p>Rehousing options should be comparable or better accommodation at a comparable or lesser rent for the permanent resident who is displaced.</p> <p>The relocation option provided must be affordable for all tenants:</p> <ul style="list-style-type: none"> <li>• For existing tenants paying shelter rate/rent-geared to income must be priced at rents that are no higher than what they are eligible for based on existing subsidy requirements.</li> </ul> |  |  |  |
| <p><b>Relocation and Return Assistance</b></p> <p>Moving expenses must be provided for temporary relocation accommodations and return assistance.</p> <p>The applicant will arrange for the relocation and return of the permanent resident to their designated room and pay actual moving expenses:</p> <ul style="list-style-type: none"> <li>• An insured moving company may be hired by the applicant with all arrangements and costs covered; or</li> <li>• A flat rate of \$750.</li> </ul>                  |  |  |  |
| <p><b>First Right of Refusal</b></p> <p>Confirm that tenancy agreements will be maintained in accordance with the Residential Tenancy Act.</p>   |  |  |  |

|  |  |  |  |
|--|--|--|--|
| <p>Provide tenant first right of refusal for tenant to re-let a unit after redevelopment at the permanent resident's contribution to the rent paid immediately before commencement of the repair or alteration.</p> <p>Applicant will arrange for the return of the permanent resident to their designated room, and pays actual moving expenses.</p>  |  |  |  |
| <p><b>Communication and engagement</b></p> <p>All tenants will be provided with advance notice and ongoing communication, including:</p> <ul style="list-style-type: none"> <li>• Ongoing communication regarding the progress of the repairs or alterations and the tenant relocation process, e.g. via regular correspondence, tenant meetings, or office hours on site.</li> <li>• Provides assurances that, after completion of the repair or alteration, the owner will rent the designated room to a permanent resident.</li> </ul>  |  |  |  |
| <p><b>Support for Additional Tenant Needs</b></p> <p>The applicant is encouraged to utilize a tenant needs survey and one-on-one meetings to identify any special circumstances that may need to be addressed as part of the temporary relocation process. In special circumstances, additional support such as partnering with health organizations and other non-profit services may be requested for residences with special circumstances.</p> <p><i>Additional supports may also include paying costs related to relocation (e.g. unit modifications, packing, translation services, etc.).</i></p> |  |  |  |

**FOR OFFICE USE ONLY**

Staff Comments:

Final Tenant Relocation  
Plan Approval Date:

Approved By: