



APPLICATION INVOLVING TENANT RELOCATION APPLICATION FORM

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

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 Section 1 – Declaration of Tenant Impact and determine the requirements of your application
Step 3:	Complete application requirements
Step 4:	Save and return the completed form to City Staff for Feedback by email to housing@vancouver.ca or as a hard copy to Housing Policy & Projects at Suite 501 - 111 West Hastings Street, Vancouver, V6B 1H4

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

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>

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.		Y		N	Complete Section 2 and submit a Notarized Declaration confirming that no tenants will be displaced as a result of the proposed works.
Work requires temporary tenant relocation (eg. 2 months or less) but existing tenancy agreements will be maintained.		Y		N	Complete Section 2 and 3
Work will require permanent relocation of Tenant(s)		Y		N	Complete Sections 2 and 4

SECTION 2: Rental Statistics

A. Proposed Project Statistics

Date:		Applicant:		Owner:	
Phone:		Email:			
Building #:		Street:		City:	
				Postal Code:	
Legal Description of site:					
SRA By-Law Designated:		Y		N	Proposed Permit # or Type:
Current Zoning:		Proposed Zoning:			
Proposed Project (Describe):					

Section 3: Draft Tenant Relocation Plan (Temporary Displacement)

Complete the “Draft TRP Details” column in the following chart. Staff will confirm that tenants will be required to move out temporarily (eg. 2 months or less) while the proposed work is completed, assess the proposed Tenant Relocation Plan and provide comments. 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 SRA Owners ONLY fill in the designated section		Draft TRP Details (to be completed with Development or Building Permit submission)		City Staff Comments (to be completed during Application Review)		FINAL/REVISED TRP	
		Date:		Date:		Date:	
Describe the temporary tenant relocation arrangements including the anticipated amount of time tenants will be required to be out of their rooms.							
Confirm that tenancy agreements will be maintained in accordance with the Residential Tenancy Act and describe any impacts on rents.							
SRA DESIGNATED PROPERTIES	Relocation and Return Assistance <ul style="list-style-type: none"> Relocation to comparable or better accommodation at a comparable or lesser rent for the course of the repair or alteration. 						
	Moving Expenses <ul style="list-style-type: none"> payment of actual moving expenses 						
	Right of First Refusal <ul style="list-style-type: none"> Tenant’s will have right of refusal to re-let room where their contribution to the rent set at the same rate as prior to the work 						

Section 4: Tenant Relocation Plan (Permanent)

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.

Relocation Plan Components	Draft TRP Details <i>(to be completed with Rezoning or DE application submission)</i>		City Staff Comments <i>(to be completed during Application Review)</i>		FINAL/REVISED TRP	
	Date:		Date:		Date:	
Describe existing project compared to new project						
2 Months’ Free Rent • For long-term tenants residing in the building more than 10 years, consider an additional month free rent.						
Notification • A minimum of two months’ notice to end tenancy must be provided. • A longer time frame may be offered.						
Moving Expenses • A moving company may be hired by the applicant, with all arrangements and costs covered • A flat rate of \$750 towards moving expenses and reconnection fees is acceptable.						
Assistance in Finding Alternate Accommodation • Three options in Vancouver must be provided to the tenants, one of which must be in the same general area as their current home. • Note for projects in the West End, two options should be provided in the same general area as their current home. • All options must rent for no more than 10% above their current rental rate, unless otherwise agree to with the tenant (i.e. tenant may be looking for newer, bigger unit etc. and able to pay more for such).						

Relocation Plan Components		Draft TRP Details <i>(to be completed with Rezoning or DE application submission)</i>		City Staff Comments <i>(to be completed during Application Review)</i>		FINAL/REVISED TRP	
		Date:		Date:		Date:	
<p>First Right of Refusal</p> <ul style="list-style-type: none"> Where starting rents are anticipated to be higher than what the tenant currently pays, a discount for any returning tenants should be offered. E.g. 20% off starting rents. In cases where starting rents are essentially on par with current rents, consider the current rent plus any allowable increases under the RTA during the period of construction as the proposed starting rent. 							
<p>Other</p> <ul style="list-style-type: none"> Where a Building Manager is paying reduced rent in exchange for services, consider compensation at the same monthly rate as for a similar sized unit. Consideration for any additional compensation for long-term building residents who may require assistance in some form. 							
SRA Designated Properties	<p>Relocation and Return Assistance</p> <ul style="list-style-type: none"> Relocation to comparable or better accommodation at a comparable or lesser rent for the course of the repair or alteration. 						
	<p>Moving Expenses</p> <ul style="list-style-type: none"> payment of actual moving expenses. 						
	<p>Right of First Refusal</p> <ul style="list-style-type: none"> Tenant's will have right of refusal to re-let room where their contribution to the rent set at the same rate as prior to the work 						

FOR OFFICE USE ONLY

Staff Comments:

Final Tenant Relocation
Plan Approval Date:

Approved By: