



# Development Applications Involving Tenant Relocation – Application Form

**Building Address:**

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

<b>Step 1:</b>	<b>Understand your rights and responsibilities as a landlord</b> 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>	Save and return the completed form with project application to City Staff for feedback. In addition, please email a copy to <a href="mailto:housing@vancouver.ca">housing@vancouver.ca</a> .

## 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](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/RHS.pdf>
- Tenant Relocation and Protection Policy** <https://vancouver.ca/files/cov/tenant-relocation-and-protection-policy.pdf>
- Tenant Relocation and Protection Guidelines** <https://vancouver.ca/files/cov/tenant-relocation-and-protection-guidelines.pdf>

Applicant Checklist for Projects Involving Tenant Relocation

- For Rezoning Applications** <https://vancouver.ca/files/cov/applicant-checklist-tenant-relocation-rezoning-process-2016.pdf>
- For Development Permit Applications** <https://vancouver.ca/files/cov/applicant-checklist-tenant-relocation-development-permit-process-2016.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: 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 2 and 3.
Work can be completed without requiring tenant relocation or displacement	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	If Yes, complete Section 2 and submit a notarized Tenant Impact Statement confirming that no tenants will be displaced as a result of the proposed work.

\*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/assets/gov/housing-and-tenancy/residential-tenancies/policy-guidelines/g102.pdf>.

## SECTION 2: 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 (describe):		
How long have you owned the property?		

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 unit(s)?	<input type="checkbox"/> Y	<input type="checkbox"/> N

If No to both, please skip to Section C: Existing Rental Units

### 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.)
Studio					
1 Bed					
2 Bed					
3 Bed					
Other					
<b>Total</b>					

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

### C. Existing Rental Units

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

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

## D. Vacant Units

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

## E. Existing Tenants

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);
- bedroom type;
- size of unit (sq. ft.);
- existing rent (\$);
- whether the tenants has a \*pet(s); and
- any special circumstances.

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

### SECTION 3: 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.

<b>Relocation Plan Components</b>	<b>A. Draft TRP Details</b> <i>(to be completed by applicant with Rezoning or DP application submission)</i>	<b>B. City Staff Comments</b> <i>(to be completed by staff during Application Review)</i>	<b>C. Applicant Comments</b> <i>(to be completed by applicant during Application Review)</i>
	Date:	Date:	Date:
<p><b>Describe existing project compared to new project</b></p> <ul style="list-style-type: none"> <li>Existing units vs. new units</li> <li>Existing rents vs. new rents</li> <li>Existing unit type mix vs. new unit mix (e.g. 1-bedroom units, 2-bedroom units)</li> </ul>			

<b>Relocation Plan Components</b>	<b>A. Draft TRP Details</b> <i>(to be completed by applicant with Rezoning or DP application submission)</i>	<b>B. City Staff Comments</b> <i>(to be completed by staff during Application Review)</i>	<b>C. Applicant Comments</b> <i>(to be completed by applicant during Application Review)</i>
<p><b>Compensation per unit</b></p> <ul style="list-style-type: none"> <li>• 2 months' rent – tenancies up to 5 years</li> <li>• 3 months' rent – tenancies from 5 to 10 years</li> <li>• 4 months' rent – tenancies from 10 to 20 years</li> <li>• 6 months' rent for tenancies over 20 years</li> </ul> <p><i>Compensation may take the form of free rent, a lump sum payment, or a combination of both, and should be issued to the tenant(s) listed in the tenancy agreement.</i></p>			

<b>Relocation Plan Components</b>	<b>A. Draft TRP Details</b> <i>(to be completed by applicant with Rezoning or DP application submission)</i>	<b>B. City Staff Comments</b> <i>(to be completed by staff during Application Review)</i>	<b>C. Applicant Comments</b> <i>(to be completed by applicant during Application Review)</i>
<p><b>Notification</b></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><b>Moving Expenses</b></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 or 1-bed unit, and \$1,000 for a 2- or more bed unit.</p> <p>The applicant may choose whether to offer one or both options to eligible tenants.</p>			

<b>Relocation Plan Components</b>	<b>A. Draft TRP Details</b> <i>(to be completed by applicant with Rezoning or DP application submission)</i>	<b>B. City Staff Comments</b> <i>(to be completed by staff during Application Review)</i>	<b>C. Applicant Comments</b> <i>(to be completed by applicant during Application Review)</i>
<p><b>Assistance in Finding Alternate Accommodation</b></p> <p>Three options should be offered that are comparable in unit type, unless otherwise agreed to. All options should be in Vancouver, with one in the same <a href="#">neighbourhood</a>. In the West End, <u>two</u> options should be in the same neighbourhood. All options should rent at no more than <a href="#">CMHC average rents</a> for the area.</p> <p>Where possible, options should be tailored to the tenant (e.g. pet friendly, smoke-free, mobility considerations, etc.).</p>			
<p><b>Right of First Refusal*</b></p> <p>Where starting rents are anticipated to be higher than what the tenant currently pays, the applicant should provide a 20% discount off starting rents for returning tenants.</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 secured market rental (e.g. through the Secured Market Rental Policy, "Rental 100", or Affordable Housing Interim Rezoning Policy). For social housing projects, tenants should be offered Right of First Refusal provided they meet eligibility requirements.</i></p>			

\*Applicants are strongly encouraged to provide tenants with form [RTB-28](#) Tenant Notice: Exercising Right of First Refusal, as part of their communication with tenants who are eligible for Right of First Refusal under City policy and/or under the Residential Tenancy Act.

<b>Relocation Plan Components</b>	<b>A. Draft TRP Details</b> <i>(to be completed by applicant with Rezoning or DP application submission)</i>	<b>B. City Staff Comments</b> <i>(to be completed by staff during Application Review)</i>	<b>C. Applicant Comments</b> <i>(to be completed by applicant during Application Review)</i>
<p><b>Additional Support for Special Circumstances</b></p> <p>Applicants should consider additional support or compensation for tenants with special circumstances (e.g. seniors, persons with disabilities, low income, etc.). Examples of support can include:</p> <ul style="list-style-type: none"> <li>• Hiring a relocation consultant</li> <li>• Additional compensation</li> <li>• Identifying at least one alternate accommodation option within 10% of the tenant's current rent</li> <li>• Where a building manager is paying reduced rent in exchange for services, consider compensation at the same monthly rate as a similar unit</li> </ul>			



**SECTION 4: Final Tenant Relocation Plan Summary**

Applicant: Please review the final Tenant Relocation Plan below and initial on page 11 to confirm agreement.

TO BE COMPLETED BY STAFF AND CONFIRMED BY APPLICANT

**Address:**

**Compensation  
Per Unit**

**Notification**

**Moving Expenses**

**Assistance in Finding Alternate Accommodation**

**Right of First Refusal**

<b>Additional Support for Special Circumstances</b>	
---	--

Applicant: Please initial to confirm that you have read, and agree to, the final Tenant Relocation Plan.

FOR STAFF USE ONLY	
<b>Staff Comments:</b>	
<b>Final Tenant Relocation Plan Approval Date:</b>	
<b>Approved By:</b>	