

Address: Tenant Relocation Plan

Name of Building

Address

Date

Summary

XXXXX, on behalf of the owner of XXXXX, has been coordinating a development permit application for the property that would require the relocation of XXXXX tenants of the existing RM3 rental building on the site. XXXXX is aware that this application, if approved, would cause a degree of inconvenience and financial burden on the existing residents. Our goal is to provide support to the current tenants in order to make the transition out of the XXXXX smooth with as little financial pressure as possible. Furthermore, if desired by the tenants, we hope they will feel welcome to return to the building upon its completion. Tenant's residing in the XXXXX at the time of the issuance of DEXXXXX will be eligible for the Tenant Relocation Plan. Below is a variety of information and assistance measures we are putting in place for the current tenants in order to fulfill requirements of the City of Vancouver's Rate of Change Guidelines and to fulfill our corporate belief of upholding a positive tenant-landlord relationship.

Property Address, Legal Description, & Tenants

Property Address: XXXXX
Legal Address: Parcel Identifier: XXXXX
Legal Description: XXXXX
Parcel Identifier: XXXXX
Legal Description: XXXXX

Tenant	Mailing Address
	Unit 1-
	Unit 2-
	Unit 3-
	Unit 4-
	Unit 5-
	Unit 6-
	Unit 7-
	Unit 8-
	Unit 9-
	Unit 10-
	Unit 11-
	Unit 12-
	Unit A-
	Unit B-

Current Rent Role (as of March 1, 2014)

Apartment #	Tenant	Rent Amount	Parking Amount	Total	Start of Tenancy
		\$770.00	\$30.00	\$800.00	October 01, 2009

Units in Relocation Plan	
Total Units	14
Vacant Units	2

Relocation Plan

Tenant Notice/2-Months Rent

As the owner and landlord of XXXXX, we will go above British Columbia's Residential Tenancy Act requirements for ending a tenancy due to the landlord's use of the property for major construction. We commit to providing two-month notice and the equivalent to two month's rent on or before the move-out date to each tenant that falls under this plan. Tenants residing in the XXXXX for longer than 10 years at the time of formal notice will be provided with an additional month's rent in compensation. In addition, through constant communication, we will provide tenants with project updates that will help give them unofficial notice in advance of the two month requirement.

Moving Expenses

We will designate a professional moving company to assist tenants with the moving process, given they are moving within the Metro Vancouver area. For tenants moving beyond Metro Vancouver, we will provide the necessary assistance in coordinating the moving process and the financial equivalent as those moving within the Metro Vancouver area. Invoicing for moving services is planned to be completed directly between the moving company and the landlord, which will provide more ease and less financial pressure for the tenants. If the tenant wishes to return to the XXXXX upon the completion of construction, we will again pay for moving expenses. In addition, we will provide an appropriate amount of moving supplies for a one bedroom unit to help organize each tenant in advance of their moving day and which will ease incidental costs that arrive from the moving process.

First Right of Refusal

Tenants will be offered the first right of refusal, based on their length of tenancy, to the new units if they desire to return to the XXXXX once construction is completed. The rehabilitated building and adjoining tower will offer a better living environment at rates comparable to the market in the area. To make this option more realistic for tenants, the landlord will pay for moving expenses in the same manner that is being offered when tenants move out of the XXXXX. In addition, rental rates for the new rental units for returning tenants will start at market rent with a 20% discount, which can then increase as per British Columbia's Residential Tenancy Act.

Alternate Accommodation Assistance

The tenants, if requested, will be assisted in finding three comparable units in Vancouver that fit as closely to their current accommodation as possible; at least one of the comparable units will be in the same neighbourhood as the XXXXX. For existing tenants requesting assistance in finding alternate accommodation, we will provide a comparable option that rents for no more than 10% above current rent levels, unless otherwise agreed to by the tenant. All current tenants will be provided with the contact information for the designated tenant relocation manager/coordinator. If desired, tenants can provide their accommodation specifications and the designated tenant relocation manager/coordinator will actively search out vacant units that match the requirements.

Tenant Notices

Proof of written tenant notice and communication with the residents of the XXXXX will be provided when requested by City of Vancouver staff.

Final Tenant Relocation Report

A final Tenant Relocation Report which outlines the names of tenants; indicates the outcome of their search for alternate accommodation; summarizes the total monetary value given to each tenant (moving costs, rent); and includes a summary of all communication provided to the tenants will be provided upon the plans completion.

Conclusion

XXXXX, is committed to ensuring that the tenant relocation process is smooth with little burden on the existing residents. We feel like the measures described above in our Tenant Relocation Plan successfully addresses the City of Vancouver Rate of Change Guidelines. We look forward to working with the residents over the coming months and years to successfully relocate them to alternative accommodation that suits their need and providing them with the opportunity, if they desire, to return after construction.

For further information regarding this Tenant Relocation Plan please contact:

SAMPLE