



Sustainable Planning and
Community Development
1 Centennial Square
Victoria, BC V8W 1P6

T 250.361.0382
E housing@victoria.ca

Tenant Assistance Plan Application

Please complete this application with your rezoning or development application. This application form includes three steps:

Step 1:	BACKGROUND: Review relevant legislative and policy information
Step 2:	TENANT ASSISTANCE PLAN: Complete application form and all requirements
Step 3:	SUBMIT: Save and return the completed form to City Staff for Feedback by email to housing@victoria.ca

STEP 1 BACKGROUND

Please review the Rights and Responsibilities of Landlords and Tenants, that are regulated by the Province and is set out in the Residential Tenancy Act. Please refer to the City of Victoria's website for more information regarding the Tenant Assistance Policy and other rental housing policies.

STEP 2 TENANT ASSISTANCE PLAN

Please provide information below regarding site information, current occupancy details and rent rolls.

a. SITE INFORMATION

SITE ADDRESS:	1048 North Park St, Victoria BC
OWNER NAME:	
COMPANY NAME:	MI Ventures Inc
TOTAL RENTAL UNITS:	2

b. CURRENT OCCUPANT DETAILS & RENT ROLLS

Please attach the current tenant information and rent rolls as Appendix A. Please note that all information provided in Appendix A will remain confidential. At this stage, please identify existing vulnerable* tenants which will determine requirements within the Tenant Assistance Plan.

*Vulnerable tenants may include:

- Long-term tenants who may be paying significantly below market-rent, and for whom entering the current market may present financial challenges
- Tenants with specific housing needs due to a disability
- Seniors, who may be long-term tenants and living on a fixed income
- Families with young children, who may have difficulty finding appropriate units



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c. TENANT ASSISTANCE PLAN:

Tenant Assistance Plan Components	Draft Tenant Assistance Plan (Complete and submit for staff comment)	City Staff Comments (For staff use only)	Final Tenant Assistance Plan (Complete and submit with incorporation of staff comments)
	Date: 14 Sept 2018	Date: 14 Sept 2018	Date: 14 Sept 2018
Compensation by tenancy length: <ul style="list-style-type: none"> Up to 5 years: 3 months' rent 5 to 9 years: 4 months' rent 10-19 years: 5 months' rent 20+ years: 6 months' rent 	There is currently only 1 tenant on the property and we will be providing 3 months of rent free accommodation	Meets Policy	There is currently only 1 tenant on the property and we will be providing 3 months of rent free accommodation
Notification: <ul style="list-style-type: none"> A minimum of 4 months notice to end tenancy 	The tenant has been provided notice on 15 August to vacate in January 2019	Ensure that Notice provision meets the requirements of the Residential Tenancy Act	The tenant has been provided notice on 15 August to vacate in January 2019
Moving Expenses: <ul style="list-style-type: none"> An insured moving company may be hired by the applicant, with all arrangements and costs covered Flat rates of \$500 bachelor or 1 BR or \$750 for 2+ BR 	A flat rate of \$500 will be provided to the tenant	Meets policy	A flat rate of \$500 will be provided to the tenant
Relocation Assistance: <ul style="list-style-type: none"> Tenant Relocation Coordinator provided Three options provided comparable in size, location and rent amount (min. of one option in same neighbourhood) 	Not required and/or requested		Not required and/or requested
Right of First Refusal: <ul style="list-style-type: none"> Offer to return to the building, with rent rates discounted by 10% of starting rates 	unfortunately the building replacing this structure is specialty housing for current VIHA tenants and cannot be offered to outside persons.	meets policy if the tenant is ineligible for social housing	unfortunately the building replacing this structure is specialty housing for current VIHA tenants and cannot be offered to outside persons. +
Vulnerable Tenants: <ul style="list-style-type: none"> Please identify additional assistance offered to vulnerable tenants 	We do not have any vulnerable tenants		We do not have any vulnerable tenants