



Sustainable Planning and
Community Development
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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:	1044-1054 Pendergast Street
OWNER NAME:	Aragon (Cook) Properties Ltd
COMPANY NAME:	Aragon (Cook) Properties Ltd
TOTAL RENTAL UNITS:	4 single family market homes are currently being rented.

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: October 5, 2018	Date: November 15, 2018	Date: Nov 21, 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 	Aragon will adhere to the compensation by tenancy length given in the left row. It will be provided in the form of free rent for the last 4-6 months of tenancy prior to vacancy.	Meets policy. Please confirm how tenants will be compensated should they move out within the 4-6 months period.	Aragon will adhere to the compensation by tenancy length given in the left row. It will be provided in the form of free rent for the last 4-6 months of tenancy prior to vacancy. The tenants have the option to take compensation in cash for the 4-6 months rent in lieu of free rent. If tenants leave
Notification: <ul style="list-style-type: none"> A minimum of 4 months notice to end tenancy 	Aragon will provide a minimum of 4 months notice to the tenants to end the tenancy.	Meets policy.	Aragon will provide a minimum of 4 months notice to the tenants to end the tenancy.
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 	Aragon will provide flat rates for moving expenses to the tenants of \$750 per unit.	Meets policy.	Aragon will provide flat rates for moving expenses to the tenants of \$750 per unit.
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) 	Aragon will hire a consultant to provide 3 options comparable in size and at market rental rates. As this is not dedicated rental housing, Aragon is not charging market rates, thus it is unlikely the same rent in this neighborhood is found.	Please provide further information: - Please identify the consultant contracted - The 3 options will need to be comparable in rent and size, and can be either non market and market housing options.	- Aragon's property management and leasing team will locate the 3 options of comparable rent and size for the tenant. Minimum one option will be in the same neighborhood.
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 	After decommissioning these market single family homes. Aragon will develop a new property with no rental.	Meets policy.	After decommissioning these market single family homes. Aragon will develop a new property with no rental.
Vulnerable Tenants: <ul style="list-style-type: none"> Please identify additional assistance offered to vulnerable tenants 		Please clarify which tenants are vulnerable and how they meet the provided definition.	If the Tenant is vulnerable Aragon will compensate the tenant 10% of the rent of the chosen location of the