



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

T 250.361.0382
E housing@victoria.ca

Tenant Assistance Plan Application

This form must be submitted with your rezoning or development application

Step 1:	BACKGROUND: Understand your rights and responsibilities as a landlord. Please review the documents in the background section pertaining to relocating tenants and the City's rental replacement policies
Step 2:	DRAFT TENANT ASSISTANCE PLAN: Complete application form including: <ul style="list-style-type: none"> a. Site information b. Current occupant information and rent rolls (attach as Appendix A) c. Draft tenant assistance plan.
Step 3:	SUBMIT: Save and return the completed form to City Staff for feedback by email to housing@victoria.ca

STEP 1: BACKGROUND: Rights and Responsibilities of Landlords and Tenants

The rights and responsibilities of landlords and tenants are regulated by the Province and is set out in the [Residential Tenancy Act](#). Please refer to the Tenant Assistance Policy and information regarding rental housing policies available on the City of Victoria's website for more information regarding the City of Victoria's rental housing policies.

STEP 2: TENANT ASSISTANCE PLAN

a. SITE INFORMATION

SITE ADDRESS:	1720 Fairfield Road, Victoria BC V8S 1G3
OWNER NAME:	Ryan Goodman
COMPANY NAME:	1113934 B.C. LTD., INC.NO. BC1113934
TOTAL RENTAL UNITS:	1

b. CURRENT OCCUPANT INFORMATION & RENT ROLLS

Please attach the current tenant information and rent rolls as Appendix A. 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. DRAFT TENANT ASSISTANCE PLAN

Tenant Assistance Plan Components	Draft Tenant Assistance Plan (to be completed with Rezoning application)		City Staff Comments (to be completed during application review)	
	Date:	October 30 2018	Date:	November 6, 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 	Tenants do not qualify, less than 1 year tenancy		Meet TAP Guidelines - Please ensure that compensation is provided in alignment with the Tenancy Act	
Notification: <ul style="list-style-type: none"> A minimum of 4 months notice to end tenancy 	4 months notification		As above	
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 	Tenants do not qualify, less than 1 year tenancy As above		As above	
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) 	Tenants do not qualify less than 1 year tenancy		As above	
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 	n/a		As above	
Vulnerable Tenants: <ul style="list-style-type: none"> Please identify additional assistance offered to vulnerable tenants 	n/a		As above	



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Final Tenant Assistance Plan Application Form

c. FINAL TENANCY ASSISTANCE PLAN

Please complete the final Tenant Assistance Plan form below, while addressing the staff comments providing in response to the draft plan previously submitted to ensure alignment with policy objectives.

Tenant Assistance Plan Components	Final Tenant Assistance Plan (to be completed with Rezoning application)	
	Date:	November 6, 2018
Compensation by tenancy length: <ul style="list-style-type: none">Up to 5 years: 3 months' rent5 to 9 years: 4 months' rent10-19 years: 5 months' rent20+ years: 6 months' rent	Tenants do not qualify, less than 1 year tenancy	
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Application received by Jesse Tarbotton (staff) on October 31, 2018 (date)



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