



Tenant Request for Assistance

Instructions for Tenants

The purpose of this form is to collect information from tenants who may be eligible for support under the City of Victoria's Tenant Assistance Policy. Completing this form is not mandatory, but if you wish to participate please return the completed form to your Landlord or Tenant Relocation Coordinator. It will then be used to inform the Tenant Assistance Plan which the Applicant submits to the City as part of their redevelopment application. Please note that this form will be provided to City staff, in order to confirm the details of the Tenant Assistance Plan, however all personal information provided in this form will be kept confidential. Please see more information about protecting tenant privacy below.

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](#).

The City of Victoria's Tenant Assistance Policy is intended to augment the Residential Tenancy Act and offer additional support for tenants in buildings that are being considered for redevelopment. Please review the full Tenant Assistance Policy and supporting documents, available on the City of Victoria's [website](#).

REQUEST FOR ASSISTANCE

The collection of your personal information requested in this form is for the purpose of giving you the opportunity to request additional assistance beyond minimum policy expectations, as well as assisting you in finding new housing that matches your needs. Providing this information is voluntary, and opting out will not prevent you from being included in the Tenant Assistance Plan, but your participation can make it easier for your landlord and for City staff to assess your specific needs.

The legislated authority to collect your personal information is section 26(c) of the Freedom of Information and Protection of Privacy Act. If you require additional information about the collection of your personal information please contact Community Planning at 250.361.0382 (ask to speak with a Housing Planner) or housing@victoria.ca.

Do you wish to participate? Yes No If yes, please complete the form. If no, please skip to page 2 and sign there.

I, _____ (Printed name of person giving consent)

of _____ (Address)

authorize _____ (name of landlord or tenant relocation coordinator),

to disclose the personal information listed below to the City of Victoria for the purpose of completing a Tenant Assistance Plan which is required as part of the owner's application to re-develop the property. I understand that this information will allow City staff to assess whether the proposed Tenant Assistance Plan meets the City's Tenant Assistance Policy.

Questions for Tenants

1. Tenant Assistance Policy and Draft Plan:

Have you had a chance to review a Draft Tenant Assistance Plan for the property where you currently live, and understand the minimum tenant support required in the City of Victoria's Tenant Assistance Policy?

Yes No

2. Tenant Relocation Assistance information:

One of the expectations of the Tenant Assistance Policy is to help tenants relocate to a suitable new home, should the development application be approved. Please list any considerations that may be helpful in order to provide appropriate relocation assistance for you (E.g., pet-friendly, accessible, non-smoking). This is to make a preliminary assessment of the needs of current tenants, your response does not have to be final. Tenant Relocation Coordinators are responsible for contacting tenants in advance of relocation, to collect up to date information.

3. Requests for additional assistance beyond policy expectations:

The Tenant Assistance Policy acknowledges that there may be tenants who require additional assistance beyond the minimum requirements of the Policy, for whom the impacts of displacement may be more acute. This may include (but is not limited to) households with low income, tenants with disabilities, recent immigrants or refugees, or long-term tenants who are paying significantly below market-rent.

Are you a tenant requiring additional assistance? Yes No

If yes, please describe below what kind of additional assistance you may need. Please note that you do not have to disclose the reason why you consider yourself in need of additional assistance, but it will be helpful to know how to best assist you. For example: Additional compensation to cover rent and/or moving expenses, help contacting affordable housing providers, or the support of a third-party relocation coordinator. Both your landlord and City staff may also make suggestions regarding how to best assist you, if needed.

May City staff contact you for more information? No

Yes, by email Email address:

Yes, by phone Phone number:

Signature:

Date:

Tenant Name:

Unit Number: