*Sample Letter to TAP Eligible Tenants*

*(To be distributed immediately after development application submission)*

(DATE)

Dear Tenant,

The property located at (SITE ADDRESS) is owned by (OWNER). On behalf of the owner, (COMPANY NAME) is coordinating a development application (APPLICATION NUMBER) for the property that, if approved, would require that some/all existing rental units be permanently vacated.

[Insert brief explanation as to why (demolition/renovations) and what is proposed.]

We are writing to you as a current tenant to inform you of this application, and how you will be supported through this process if the application is successful.

**Timeline**

As per the British Columbia *Residential Tenancy Act*, notice to vacate must **not** be served until we have obtained all necessary building permits from the District of Saanich. At that point**, a minimum of four months notice** to vacate is required for all tenants. To apply for building permit, Saanich Council must first approve the application. At this time, we estimate that tenants will not need to vacate until at least XX months from now.

**Tenant Assistance Plan**

To help tenants through this process, we have included a Tenant Assistance Plan as part of our application. In keeping with the Saanich *Tenant Assistance Policy*, the Tenant Assistance Plan describes how we will be supporting current tenants if Saanich Council approves the application.

Through us, (OWNER) will provide all current tenants with:

* a Tenant Relocation Coordinator
* Assistance with finding suitable rental housing
* Right of First Refusal once the development project is completed, meaning that current tenants will be offered a comparable unit on site before others are, at a discounted rate (if applicable)
* Compensation for moving expenses
* Rent compensation based on length of tenancy.

The details of the Tenant Assistance Plan will be shared with all tenants once it has been approved by Saanich Planning. In the meantime, you are welcome to contact us for more information. The full Tenant Assistance Policy has also been attached for your information.

**Tenant Relocation Coordinator**

The tenant relocation coordinator is (NAME). They can be reached during business hours at:

Tel:

Email:

**Relocation Assistance**

If Saanich Council approves the application, the Tenant Relocation Coordinator will work with tenants to identify their specific housing needs and how to best assist with securing alternative rental housing. As needed, this will include helping tenants who require specific additional assistance, such as searching for subsidized housing or accommodating accessibility needs.

All personal information provided to us for the purposes of implementing the Tenant Assistance Plan will be managed in accordance with the *Freedom of Information and Protection of Privacy Act* and it will not be shared or used for any other purposes.

**Future Communication**

You will be provided with updates to keep you informed as the project progresses. Our Tenant Relocation Coordinator (NAME) will be your primary contact person and will answer any questions you have.

Sincerely,

(NAME)

(CONTACT INFORMATION)