

Tenant Household Need Assessment Form

Rental Protection Relocation Assistance

_____ is intending to submit a Development Application to the City of West Kelowna to ☐rezone or ☐stratify (check one) the property located at:

Building Address: _____

As part of this application, the City requires a Tenant Relocation Coordinator to prepare a Tenant Relocation Plan. This plan explains what support and assistance will be provided to tenants who may need to move if the redevelopment is approved.

To make sure the plan reflects the needs of current tenants, the Tenant Relocation Coordinator is expected to give each tenant household a Tenant Household Needs Assessment form to complete.

Completion of this form is voluntary, but it is recommended that you complete this form so that your housing needs can be considered.

Instructions for Tenants

1. Understand the rights and responsibilities of landlords and tenants.

Please consult the following resources to understand relocation assistance and financial compensation available to you from your landlord:

- Visit the BC Residential Tenancy Branch website: www.renters.gov.bc.ca
- Read the City's Rental Protection and Tenant Relocation Assistance Policy on the City of West Kelowna's website: [Rental Protection and Tenant Relocation Assistance Policy](#)

2. Complete the Tenant Household Needs Assessment Form.

Please complete Sections A, B and C of this form. Completion will assist City staff in reviewing the Tenant Relocation Plan provided by the Tenant Relocation Coordinator.

3. Save a copy for your records.

4. Return the completed Tenant Household Needs Assessment Form.

Please return the completed Tenant Household Needs Assessment Form to the Tenant Relocation Coordinator. Completed forms will be attached to the Tenant Relocation Plan that will be reviewed by City staff.

5. Keep your contact details up to date.

It is important to make sure that Tenant Relocation Coordinator has your current contact details (email, phone number), including after you move, so they can provide you with updates on the Development Application.

By way of submission of a Development Application, the Tenant Relocation Coordinator will provide the City of West Kelowna with a copy of this form which contains information regarding your tenancy in order to assess their proposal. Please note, correspondence you have with the Tenant Relocation Coordinator which is directly related to the development application process may also be shared with the City. If you have any questions about the Development Application review process, please contact the City of West Kelowna at dev.services@westkelownacity.ca.

A. Tenancy Information

Tenant Name	Address (include Unit #)
Number of occupants in your household	Approximate length of tenancy (years)

B. Specific Tenant Household Characteristics

Please list any specific household needs that should be considered when finding alternate housing options.
Examples include, but are not limited to:

- mobility or accessibility features such as elevators and ramps;
- accommodation that is pet-friendly; and/or
- proximity to particular amenities such as schools and child care.

This list should be considered as a preliminary assessment of your current needs. Any additional needs you may identify at a later time should be brought to the attention of the Tenant Relocation Coordinator.

C. Return to the New Building (if redevelopment proposal is approved)

Would you be interested in renting in the new building?	☐ Yes ☐ No
--	---

Signature	
Date	

The collection of your personal information is for the purpose of evaluating a Tenant Relocation Plan by the City of West Kelowna to be submitted with the Development Application. The legislated authority to collect your personal information is section 26(e) of the *Freedom of Information and Protection of Privacy Act*. If you require additional information about the collection of personal information please contact the City of West Kelowna Legislative Services at legislative.services@westkelownacity.ca or 778-797-2250.