



Tenant Protection Application

Planning Department-Development Services Division

171 Main St. | Penticton B.C. | V2A 5A9

P: (250) 490-2501 | E: planning@pentiction.ca



March 17, 2026

Application(s) #			
Project #		Date Received:	
Application Category: (Check all that apply)		Fees: (Refer to Fee Schedule)	
<input type="checkbox"/> Tenant Protection Development Permit (\$940.00)			\$
<input type="checkbox"/> MOE Referral Fee (\$100.00)			\$
		Total Fees	\$
Applicant Information (Property Owner(s) or Agent**) **See Agency Agreement			
Name(s):		Phone:	
Company:		Cell:	
Mailing Address:		Email:	
Property Owner(s) (Information From Current Title Search)			
Name(s):		Phone:	
Company:		Cell:	
Mailing Address:		Email:	
Property Information (Please submit a separate page if more than three properties are being developed)			
Civic Address and Legal Description/PID:			
Civic Address and Legal Description/PID:			
Civic Address and Legal Description/PID:			

Applicant/Agent Confirmation

As **Applicant**, I confirm that I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist. I accept responsibility for processing delays caused by incorrect or insufficient submission materials. I understand that this application form is a public document and that any and all information contained in it, excluding personal information as that term is defined in the *Freedom of Information and Protection of Privacy Act*, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing. And, I understand that approval is subject to Staff and Council deliberation and assessment

If all registered owners of the property are the 'Applicant', all must sign below. If only one registered owner is the 'Applicant', the remaining registered owner(s) must provide an Agency Agreement. Please submit a separate page if more signatures are required.

Print Name

Signature

Date

Print Name

Signature

Date

Print Name

Signature

Date

Information collected on this form is done so under the authority of section 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Legislative Services Department at 250-490-2400.



Tenant Protection Application-Checklist

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The following list outlines all information necessary to provide a timely decision on your application.

All items on the list must be provided with the application and emailed to planning@pentiction.ca

Incomplete applications will not be accepted.

**** The application will proceed through our review process AFTER payment is made. ****

Applicant <input checked="" type="checkbox"/>		Staff <input checked="" type="checkbox"/>
<input type="checkbox"/>	Agency Agreement <ul style="list-style-type: none"> <i>This form is required if the owner(s) is not the applicant.</i> 	<input type="checkbox"/>
<input type="checkbox"/>	Current Title (Required for each property) <ul style="list-style-type: none"> <i>Searched within 30 days.</i> <i>Include current copies of any restrictive covenants, easements or utility rights-of way.</i> 	<input type="checkbox"/>
<input type="checkbox"/>	City to pull Current Title(s)	<input type="checkbox"/>
<input type="checkbox"/>	Site Disclosure Statement: Identifying and Disclosing Sites That May be Contaminated <ul style="list-style-type: none"> <i>Zoning amendments, Development Permit, Subdivision and Building Permits (where soil disturbance is likely to occur) are triggers for a Site Disclosure Statement, if the property is used, or has been used, for commercial or industrial purposes or activities (Schedule 2).</i> <i>\$100 Ministry of Environment referral fee is required if Schedule 2 uses are identified.</i> <p><i>For further information, the Site Disclosure Form, list of Schedule 2 Uses, and the online Site Disclosure Statement, please go to: Identifying and disclosing sites that may be contaminated - Province of British Columbia</i></p> <ul style="list-style-type: none"> <i>Refer to the section 'If you're applying to a municipality or approving officer' for helpful information.</i> <i>In order for the Planning Dept. to receive notification of the Site Disclosure Statement, please use planning@pentiction.ca.</i> 	<input type="checkbox"/>
<input type="checkbox"/>	Site Disclosure Waiver <ul style="list-style-type: none"> <i>The City of Penticton requires applicants who are not submitting a Site Disclosure Statement under the Environmental Management Act to submit a "Site Disclosure Waiver".</i> 	<input type="checkbox"/>
<input type="checkbox"/>	Tenant Relocation Plan (pdf format) <ul style="list-style-type: none"> <i>Complete attached form</i> 	<input type="checkbox"/>
<input type="checkbox"/>	Application Fee <ul style="list-style-type: none"> <i>The application will proceed through our review process AFTER payment is received.</i> 	<input type="checkbox"/>
<hr/> Initial		<hr/> Initial

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Tenant Relocation Plan

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March 17, 2026

Site Overview

Site Description:

Existing Rental Unit Type (Apartment, Townhouse, etc.):

Existing Number of Occupied Rental Units:

Proposed Development

Description of Proposed Development (*what are you proposing to construct?*):

Number of Occupied Rental Units Impacted:

Required Notice to Tenants (Refer to Tenant Protection Bylaw No. 2026-12 Section 4)

When Notice Will Be Delivered to Tenants (*minimum 4 months prior to tenancy end date*):

Expected Tenancy End Date:

Expected Notice Date:

Notice Content (*notice must include all of the following*):

- | | |
|--------------------------|--|
| <input type="checkbox"/> | The Tenant's End of Tenancy Date |
| <input type="checkbox"/> | The contact information for the Tenant Relocation Coordinator appointed by the Owner |

<input type="checkbox"/>	The rights of the Tenant under this Bylaw including the right to Rent Compensation, Relocation Assistance and Moving Expenses
How Notice Will Be Delivered (<i>select one or more</i>):	
<input type="checkbox"/>	leaving the Notice of Redevelopment with the Tenant
<input type="checkbox"/>	sending the Notice of Redevelopment by registered mail to the address of the Rental Address
<input type="checkbox"/>	by leaving the Notice of Redevelopment in a mailbox or mail slot of the address of the Rental Unit
<input type="checkbox"/>	by attaching the Notice of Redevelopment to a door or other conspicuous place at the address of the Rental Unit
Notice:	
<input type="checkbox"/>	A copy of the draft notice has been submitted with this Tenant Relocation Plan
Required Assistance to Tenants (Refer to Tenant Protection Bylaw No. 2026-12 Section 5)	
Amount of Rent Compensation Provided:	
<input type="checkbox"/>	A table with each rental unit, current rent, and rent compensation required has been submitted with this Tenant Relocation Plan*. <i>*Personal information of the tenants should not be included.</i>
Amount of Moving Expenses Provided:	
(# of Rental Units Impacted) x (\$1,000):	
Required Relocation Assistance (Refer to Tenant Protection Bylaw No. 2026-12 Section 5)	
Entering into new Tenancy Agreements with Tenants for Comparable Rental Units owned by the Owner* (<i>describe</i>):	
<i>*if not, a Tenant Relocation Coordinator is required, and the below information must be completed:</i>	
Tenant Relocation Coordinator Name(s):	Phone:
Company: Mailing Address:	Email: Business Hours:
Description of Qualifications:	
<input type="checkbox"/>	The Tenant Relocation Coordinator can demonstrate that they have knowledge of the local housing market and Provincial housing programs
How the Tenant Relocation Coordinator will meet requirements in Tenant Protection Bylaw No. 2026-12 Section 5.6:	
a)	Meet with the Tenant prior to the Tenant's Tenancy End Date to assist with finding a Comparable Rental Unit;

- b) **Complete rental applications on behalf of the Tenant;**

- c) **Arrange and attend meetings with prospective landlord of any Comparable Rental Units**

- d) **Arrange viewings of any Comparable Rental Units; and**

- e) **Assist with transfer of utility accounts to the Tenant's new Rental Unit**

Tenant Relocation Plan Monitoring (Refer to Tenant Protection Bylaw No. 2026-12 Section 6)

<input type="checkbox"/>	The Owner will submit or ensure the submittal of a Midterm Progress Report no later than 2 months prior to the latest Tenancy End Date
<input type="checkbox"/>	The Owner will submit or ensure the submittal of a Compliance Report no later than 30 days after the latest Tenancy End Date

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