

HOME OWNER – INSTRUCTIONS:

Use this form if you are a manufactured home owner and you are requesting the park owner's consent to assign your site tenancy agreement to the purchaser of your manufactured home. Fill out **sections A to E** of the form, and have the purchaser fill out **section F**. Then serve the completed form on the park owner in accordance with the Manufactured Home Park Tenancy Act (MHPTA). You must allow the park owner sufficient time to respond before the date of the assignment. **Section G** is for the park owner to fill out in response to your request. See page 4 for more information.

PARK OWNERS – IMPORTANT NOTICE:

You must respond to this request by completing **section G** of this form and returning the form to the home owner promptly, and in any case so that the home owner **receives it by the 10th day** after the date you received (or were deemed to have received) this request. If the home owner does not have your response by the end of the 10th day, your consent to the assignment will be conclusively deemed to have been given. See page 4 for more information.

– please print clearly, using dark ink –

A. TO THE PARK OWNER: *(if entry is a business name, use the 'last name' field box to enter the full legal business name)*

Name of Park Owner or Agent:
 last name first name middle name(s)

Address of Park Owner:

site/unit # park name street # street name city province postal code

Home Ph: () **Business Ph:** () **Fax:** ()

B. FROM THE HOME OWNER(S):

Name(s) of Home Owner(s):
 last name first name middle name(s)

last name first name middle name(s)

Address of Home Owner:

site/unit # park name street # street name city province postal code

Home Ph: () **Business Ph:** () **Fax:** ()

Address of Site to be Assigned:

site/unit # park name street # street name city province postal code

C. REQUEST FOR CONSENT TO ASSIGN *(home owner to complete and sign):*

By signing in the space below, I/we, confirm that [name(s) of purchaser(s)]:

[] last name [] first name [] middle name(s)

[] last name [] first name [] middle name(s)

has made an offer to purchase our home that is on site # [], and I/we hereby request the park owner's consent to assign my/our tenancy agreement to the above named purchaser effective on the following date: [] day [] month [] year

Name of Owner: [] last name [] first name [] middle name(s)

Owner's Signature: _____ Date: [] day [] month [] year

Name of Owner: [] last name [] first name [] middle name(s)

Owners's Signature: _____ Date: [] day [] month [] year

D. TENANCY AGREEMENT INFORMATION *(home owner to complete):*

- 1. The current monthly rent for the site is \$ []
- 2. The most recent rent increase was effective on (day/month/year): [] [] []
- 3. Is the tenancy agreement, or the park rules that apply to the tenancy agreement, in writing? yes no
- 4. If yes, attach a copy of all written terms of the tenancy agreement, including applicable park rules. attached
- 5. Are there outstanding orders or notices respecting the tenancy given under the Act? yes no
- 6. If yes, attach copies of all outstanding orders and notices. attached
- 7. Is this park restricted to tenancies in which one or more of the tenants is 55 or over? yes no

E. HOME OWNER SIGNATURE(S)

I/we certify that the information provided by me/us on this form is true and complete.

Name of Owner: [] last name [] first name [] middle name(s)

Owner's Signature: _____ Date: [] day [] month [] year

Name of Owner: [] last name [] first name [] middle name(s)

Owner's Signature: _____ Date: [] day [] month [] year

F. PURCHASER INFORMATION AND REFERENCES *(to be completed by purchaser of the home):*

Name(s) of Purchaser(s):

last name	first name	middle name(s)
last name	first name	middle name(s)

Current Address:

site/unit #	park name	street #	street name	city	province	postal code

Check box that applies to Current Address: Rent Own Rent site/own home

How Long at Current Address: From:

day	month	year

 To:

day	month	year

Current Landlord Name (if applicable):

last name	first name	middle name(s)

Current Landlord Phone (if applicable): (

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Previous Address:

site/unit #	park name	street #	street name	city	province	postal code

Check box that applies to Previous Address: Rent Own Rent site/own home

How Long at Previous Address: From:

day	month	year

 To:

day	month	year

Previous Landlord Name (if applicable):

last name	first name	middle name(s)

Previous Landlord Phone (if applicable): (

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Personal References of Purchaser (provide two):

1) Name of personal reference:

last name	first name	middle name(s)

Phone: (

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 Relationship to proposed purchaser(s):

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2) Name of personal reference:

last name	first name	middle name(s)

Phone: (

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 Relationship to proposed purchaser(s):

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Purchaser's Proof of Age (if applicable):

If this park is reserved for tenants age 55 and over, **attach proof of age** (e.g., copy of birth certificate, driver's license) to show that one of the purchaser(s) meets that age requirement. **Attached**

Additional Occupants (provide names of all additional persons who will occupy the premises)

last name	first name	middle name(s)

last name	first name	middle name(s)

last name	first name	middle name(s)

Purchaser's consent for credit and reference check

By signing in the space below, I hereby consent to the park owner obtaining credit information reports from one or more credit reporting agencies and obtaining personal references from the parties listed on this form for the purposes of determining my eligibility as a tenant. I authorize the reporting agencies and references listed to disclose information to the park owner and/or the park owner's agent.

Purchaser's Name:
last name first name middle name(s)

Signature: _____ **Date:**
day month year

Purchaser's Name:
last name first name middle name(s)

Signature: _____ **Date:**
day month year

Purchaser's statement including agreement to comply with terms of tenancy agreement AND signatures

By signing this form, I/we confirm that;

- 1) I have been informed of the terms of the tenancy agreement I will be assigned, including the park rules that apply to that tenancy, and I/we agree to comply with them.
- 2) I have read and understand the tenancy agreement information provided by the current home owner in section D of this form.
- 3) I do do not intend to reside in the home. If not, why not?

- 4) I do do not intend to use the home for business purposes (e.g., renting the home to others). If yes, specify:

- 5) I confirm that I know of no existing conditions that would prevent me/us from complying with the Act, the terms of the tenancy agreement or the park rules.
- 6) I certify the information I/we have provided on this page of the form is true and complete.

Purchaser's Name:
last name first name middle name(s)

Signature: _____ **Date:**
day month year

Purchaser's Name:
last name first name middle name(s)

Signature: _____ **Date:**
day month year

G. PARK OWNER’S RESPONSE

Park owner: complete this section and return the form to the home owner **promptly**, and in any case so that the home owner receives it no later than 10 days after you received the home owner’s request. If the home owner does not receive your response by the end of the 10th day, your consent to this request will be conclusively deemed to have been given. See page 6 for more information.

Consent for assignment of the site tenancy agreement to the purchaser(s) indicated on this application is:

- given
- withheld on the grounds listed below (note, consent may be withheld only for the grounds provided under the Manufactured Home Park Tenancy Regulation - see page 6 for more information).

Grounds on which consent is withheld (if applicable) and information used to support those grounds:

Name of Park Owner or Agent:

last name first name middle name(s)
(if entry for landlord is a business name, use the 'last name' field box to enter the full legal business name)

Signature: _____

Date:
day month year

Important Information for Park and Home Owners

Please Read

The following information is based on the Manufactured Home Park Tenancy Act

- Home owners may assign their tenancy agreement only if they have the park owner's consent.
 - **Before** requesting the park owner's consent to assign, the home owner must provide the purchaser with a copy of any part of the tenancy agreement and park rules that is in writing, as well as any outstanding notices or orders respecting the tenancy, given under the Act, and attach them to this form.
 - The Act does not require a home owner to use this form to request the park owner's consent to assign to the purchaser of his or her home; however, the park owner can require that this form be used and may refuse consent to assign if the request is made in some other form.
 - A home owner must serve the request on the park owner in accordance with the Act, in sufficient time prior to the effective date of the proposed assignment to allow the park owner to respond. Information about serving documents is available at any Residential Tenancy Office, Government Agent's office or on the BC Government website (search RTO in the tool bar).
 - A park owner must respond by filling out section G and serving on the home owner in accordance with the Act, so that the home owner **receives** it no later than the 10th day after the park owner received the request.
 - If the home owner does not have the park owner's request by the end of the 10th day, the park owner's consent is conclusively deemed to have been given, and the home owner may assign the tenancy agreement to the purchaser listed on this form. A form sent to the park owner by registered mail on the 1st of the month would be deemed to have been received by the 6th. If the home owner has not received the response by the end of the 16th. The park owner's consent is conclusively deemed to have been given. This only applies if the home owner can **prove** that he or she served this form on the park owner in accordance with the Act.
 - Home owners are encouraged to use a method of service that is easy to document, such as registered mail.
 - The home owner and park owner may agree in writing to extend the deadline for the park owner to respond to a specific date.
- The home owner and purchaser are not required to provide any further information other than that required on the form. However, the purchaser may voluntarily provide additional information, including alternate references if the park owner has difficulty reaching those listed on the form.
 - The park owner may not withhold consent to the assignment unreasonably or arbitrarily, and may only withhold consent for a request made in this form for one or more of the following reasons:
 - the park owner obtains negative credit, reference or other relevant information such that it is reasonable to conclude the purchaser is unlikely to comply with the tenancy agreement or is unlikely or unable to pay the rent;
 - there is not at least one purchaser who meets the age requirement in an age 55 and over park as permitted in the Human Rights Code;
 - the purchaser does not intend to reside in the home, **and** intends to use it for business purposes or already owns two or more homes in the park;
 - the home owner's tenancy is a monthly tenancy and the home has been removed from the site or destroyed;
 - the park owner doesn't have enough information to make a decision about the request because one or more of the purchaser's references could not be reached (this ground may only be used if the park owner promptly notified the home owner of his or her inability to reach one or more of the references, and made every reasonable effort to contact the references, including any back up references provided after the home owner was notified);
 - the manufactured home does not comply with housing, health and safety standards required by law; or,
 - the home owner owes the landlord arrears of rent or an amount due under an arbitrator's order.
 - If a park owner withholds consent unreasonably or arbitrarily or for a reason that is not listed above, a home owner may apply for arbitrator's order that the tenancy agreement is assigned.

FOR MORE INFORMATION . . . visit our Web site: www.rto.gov.bc.ca

OR call the Residential Tenancy Office at:

• In the Lower Mainland 604 660-1020 • elsewhere in B.C. call toll free: 1 800 665-8779