

Form instructions: If you are accessing this form from the B.C. Government website, it can be printed and completed by hand (print clearly, using dark ink) or filled out while on the computer by typing in the boxes.. If you cannot immediately complete all the sections, you can print off what you have completed and fill in the remaining fields by hand. Note, you cannot save the completed form to your computer. ~~When you complete the form, make sure you review the form for accuracy and print the number of copies you require before you close the document or shut down the program/computer.~~

HOME OWNER – INSTRUCTIONS:

Use this form if you are a manufactured home owner and are requesting the park owner's consent to sublet your site tenancy agreement to the proposed subtenant of your manufactured home. Fill out **section A to D** of the form, and have the proposed subtenant fill out **section E**. 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 proposed sublet. **Section F** is for the park owner to fill out in response to your request. **See page 6 for more information.**

PARK OWNERS – IMPORTANT NOTICE:

You must respond to this request for consent by completing section F 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 sublet will be conclusively deemed to have been given. **See page 6 for more information.**

Note: If additional space is required to list all parties, complete and attach Schedule of Parties (#RTB-26)

Park Name:
A. To the park owner: (if applicable enter full legal business name in last name)

first and middle name		last name		
site/unit #	street # and name	city	province	postal code
main phone		other phone		
email address for service				

B. From the home owner(s):

first and middle name		last name		
first and middle name		last name		
site/unit #	street # and name	city	province	postal code
main phone		other phone		
email address for service				

Address of site to be sublet:

site/unit #	street # and name	city	province	postal code
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Your personal information is collected under section 26 (a) and (c) of the Freedom of Information and Protection of Privacy Act for the purpose of administering the Residential Tenancy Act. If you have any questions regarding the collection of your personal information, please call 604-660-1020 in Greater Vancouver; 250-387-1602 in Victoria; or 1-800-665-8779 elsewhere in B.C.

C. Request for consent to sublet: (home owner to complete and sign)

I/we, request the park owners' consent to sublet my/our tenancy agreement to: (include name of proposed tenant below)

first and middle name	last name
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first and middle name	last name
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Effective on the following date: DD/MM/YYYY

full name of owner	signature of owner
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full name of owner	signature of owner
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DD/MM/YYYY

D. Home owner's statement

By signing in the space below, I/we confirm the following:

- 1) I understand that during the subtenancy I continue to be responsible for the site rent and all other terms of my tenancy agreement with the park owner.
- 2) I have included in the subtenancy agreement all the terms of my own tenancy agreement that are relevant to the subtenancy; I informed the proposed subtenant of those rules and terms, and ensured that the terms of the subtenancy agreement do not conflict with the terms of my own tenancy agreement.
- 3) I certify that the information I/we have provided on this form is true and complete.

full name of owner	signature of owner
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full name of owner	signature of owner
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DD/MM/YYYY	DD/MM/YYYY
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E. Proposed subtenant(s) information and references: (to be completed by proposed subtenant)

first and middle name		last name		
first and middle name		last name		
site/unit #	street # and name	city	province	postal code
Check box that applies to current address:		Rent	Own	Rent site/own home
How long at current address		From:(DD/MM/YYYY)	To: (DD/MM/YYYY)	
first and middle name of current landlord (if applicable)		last name of current landlord (if applicable)		
Subtenant(s) Previous Address:		phone number of current landlord (if applicable)		
site/unit#	street # and name	city	province	postal code
park name				
Check box that applies to previous address		Rent	Own	Rent site/own home
How long at previous address		From: (DD/MM/YYYY)	To:(DD/MM/YYYY)	
first and middle name of previous landlord (if applicable)		last name of previous landlord (if applicable)		
		phone number of previous landlord (if applicable)		
Personal references of proposed subtenant (provide two):				
first and middle name		last name		
phone number		relationship to subtenant		
first and middle name		last name		
phone number		relationship to subtenant		

Proposed subtenant's proof of age (if applicable):

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

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

first and middle name	last name
first and middle name	last name
first and middle name	last name
first and middle name	last name

Proposed subtenant(s) statement and signature(s)

By signing the space below, I/we certify that:

1) I do do not intend to reside in the home. If not, why not? (please explain below)

2) I do do not intend to use the home for business purposes (e.g renting the home to others).
If yes, please explain below

3) I have reviewed the relevant terms and rules referred to in Box D, and 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.

4) I authorize the park owner to contact the landlord(s) and references provided for the purpose of verifying or obtaining information relevant to the request to sublet.

5) The information provided by me/us on this form is true and complete.

first and middle name of subtenant	last name of subtenant
signature of subtenant	DD/MM/YYYY
first and middle name of subtenant	last name of subtenant
signature of subtenant	DD/MM/YYYY

F. Park owner's response

Park owner: Complete this section and return the form to the home owner. Please ensure the home owner receives this form no later than 10 days from the day 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 subletting the site tenancy agreement to the proposed subtenant(s) indicated in 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)

If applicable, explain the grounds on which consent is withheld and information used to support those grounds:

first and middle name of park owner or agent

last name of park owner or agent

signature of park owner/agent

DD/MM/YYYY

Important Information for Park and Home Owners

Please Read

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

- Home owners may sublet their tenancy agreement only if they have the park owner's consent.
- **Before** requesting the park owner's consent to a subtenancy, the home owner must include all terms of the home owner's tenancy agreement that are relevant to the subtenancy, including park rules, **inform the subtenant of those rules and terms**, and ensure that the terms of the subtenancy agreement do not conflict with the home owner's tenancy agreement.
- The Act does not require a home owner use this form to request the park owner's consent to sublet to a proposed subtenant; however, the park owner can require that this form be used and may refuse consent to a sublet 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 sublet to allow the park owner to respond. Information about serving documents is available through the Residential Tenancy Branch, a Service BC Government Agent, or BC Government website.
- A park owner must respond to the request by filling out section F and serving it 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 got the request.
- If the home owner does not have the park owner's response by the end of the 10th day, the park owner's consent is conclusively deemed to have been given, and the home owner may sublet the tenancy agreement to the proposed subtenant(s) 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's 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 proposed subtenant are not required to provide any further information other than that required on the form. However, the proposed subtenant 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 sublet 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 reference or other relevant information such that it is reasonable to conclude the proposed subtenancy is likely to result in a breach of the terms of the home owner's tenancy agreement;
 - the home owner has agreed in the tenancy agreement not to sublet;
 - no subtenant meets the age requirement in an age 55 and over park as defined by the Human Rights Code;
 - the proposed subtenant does not intend to reside in the home, and intends to use it for business purposes or already owns more than one home 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 proposed subtenant'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 an arbitrator's order that the tenancy agreement may be sublet.

FOR MORE INFORMATION:

www.gov.bc.ca/landlordtenant

Public Information Lines: 1-800-665-8779 (toll-free) Greater Vancouver: 604-660-1020 Victoria: 250-387-1602