

# INFORMATION REQUIRED TO COMPLETE LANDLORD USE NOTICE GENERATOR



## Residential Tenancy Branch

*You must complete the Landlord Use Notice Generator in one sitting—there is no “save” function.*

*Make sure you have all the necessary information before starting.*

### Rental Property Information

- Type of property that is being rented (e.g., home, suite, apartment)
- Number of rental units in the residential building
- Address of rental unit
- Description of the unit (i.e., basement suite, upper home, lower home, etc.)

### Tenancy Agreement Information

- The current monthly rent amount for the rental unit
- The day that rent is due each month
- Whether there is a current fixed term tenancy agreement with the tenant
- The number of adults (19 years old or older) and children (under 19 years old) that live in the rental unit

### Tenant Information

- First and last name
- Address (including city and postal code)
- Mailing address (if different from address)
- Email address and phone number (if known)

**NOTE:** You may need to upload documents through the Notice Generator. Ensure you have scanned and saved documents prior to starting the Notice Generator. See the next page for more details about required documents.

## Landlord (or Close Family Member) Occupying the Unit

- First and last name of current landlord
- Date of birth of current landlord (for RTB use only)
- Who will be moving into the rental unit (landlord, spouse, child, parent)
- Date landlord plans to take possession of the unit (effective date of Notice to End Tenancy)
- Personal information of person moving into the Unit:
  - First and last name
  - Current address and mailing address (including city and postal code) (for RTB use only)
  - Email address and phone number (for RTB use only)
  - Number of adults and children that will move in (for RTB use only)

## Purchaser (or Close Family Member) Occupying the Unit

- Upload copies of the following documents:
  - Contract of Purchase and Sale (for RTB use only)
  - Purchaser's written request for seller to issue the Notice to End Tenancy
- First and last name of purchaser
- Date of birth of purchaser (for RTB use only)
- Current address and mailing address of purchaser (including city and postal code)
- Who will be moving into the rental unit (purchaser, spouse, child, parent)
- Date that the purchaser is taking possession (ownership) of the rental unit
- Personal information of person moving into the Unit:
  - First and last name
  - Current address and mailing address (including city and postal code) (for RTB use only)
  - Email address and phone number (for RTB use only)
  - Number of adults and children that will move in (for RTB use only)

## Use of Property by a Caretaker, Manager or Superintendent

- Upload a copy of the agreement between the landlord and the caretaker, manager, or superintendent
- Date the agreement starts and ends
- The caretaker, manager, or superintendent's role, employment duties, and total number of rental units they'll be responsible for
- Personal information of the caretaker, manager, or superintendent:
  - First and last name
  - Date of birth (for RTB use only)
  - Current address and mailing address (including city and postal code) (for RTB use only)
  - Email address and phone number (for RTB use only)