

**Form D RSGF: Landlord Reimbursement Claim Form**

**Submit this form by email or mail hard copy with quotes/invoices and photos**

NOTE: Landlords may make a claim within 28 days of becoming aware of the damage or the client's move-out date, whichever occurs first. (RSGF Guidelines 5.2.3)

**To Program Provider:** Attention: Andrew Holeton  
RentSmart Guarantee Fund Program  
Rent Smart Education and Support Society  
211-611 Discovery St, Victoria BC, V8T 5G4  
Email: [info@rentsmartguarantee.org](mailto:info@rentsmartguarantee.org)

**PART 1**

**Landlord Information**

Landlord Name: \_\_\_\_\_

Name of Landlord's Agent (if submitting on behalf of Landlord): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing/business Address: \_\_\_\_\_

**Unit and Street Address of Rental Unit related to claim:** \_\_\_\_\_

**Start Date of Tenancy (DD/MM/YY):** \_\_\_\_\_

**Move-out Date, if applicable \*(DD/MM/YY):** \_\_\_\_\_

**Current Status of the tenancy:**

\_\_\_\_\_  
*(Vacated; tenant is leaving imminently; tenant may remain at the unit; other (specify))*

**Need Help?**

*For detailed instructions on claims, eligible expense, supporting documentation, and claims review process, please refer to sections 5 to 7 of the RSGF Guidelines. This are available on the project websites at: <http://rentsmartguarantee.org/landlord/>*

*If you have any questions about claims, or need any assistance preparing and submitting a claim, please contact us by email.*

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## PART 2: CLAIM DETAILS

### Type of claim: Check all that apply

- Rental Arrears (Complete Section 2.1)
- Damages (Complete Section 2.2)
- Rental Arrears and Damages (Complete Section 2.1 & 2.2)
- Eviction Prevention (Complete Section 2.3 in addition)

### Maximum Reimbursement

*The maximum amount of reimbursement for Arrears is \$2000; for Damages \$5000; a combination of Arrears and Damages not exceeding \$5000 (RSGF Guidelines 5.1) Landlords may claim a higher amount, but the maximum reimbursement amounts still apply. All claims must be supported by documentation.*

### When to Submit

*Landlords may make a claim within 28 days of becoming aware of the damage or the client's move-out date, whichever occurs first. (RSGF Guidelines 5.2.3). Claims received after this period may be considered ineligible.*

### 2.1 CLAIMS FOR UNPAID RENT/ARREARS

#	Item (month)	Description (Ex: Unpaid, partially paid)	Amount Claimed	Supporting Documentation Included (list briefly)
1				
2				
3				
	<b>Total</b>		\$	

### 2.2 CLAIMS FOR DAMAGES

Provide one quote for repair items totaling less than \$1,000 and two quotes for those costing \$1,000 or more (RSGF Guideline Section 5.4.5)

#	Item	Damage	Repair Status (pending or completed)	Amount	2 <sup>nd</sup> Quote (if over \$1000)	Supporting Documentation Included (list briefly)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	<b>Total</b>			\$		

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### 2.3 Eviction Prevention

If the claim is to prevent the eviction of the tenant, and the unit is still occupied, please provide any detail for consideration. Note that claims awarded for eviction prevent will be considered as part of the \$5000 of coverage available for the duration of coverage.

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### 2.4 Other Reimbursement

Landlords are required to pursue all other means of reimbursement such as security deposit, full or partial payments. Please list any amounts that have been or may be received. If you are in the process of pursuing these, please indicate in Status.

Description	Amount	Status/Date Received
<b>Total</b>		

### 2.5 Total Claim Amount

Claims may exceed \$5000 but this is the maximum reimbursement that may be awarded.

Section	Category	Amount
2.1	Arrears/unpaid rent	\$
2.2	Damages (Repairs or Estimated)	\$
2.4	Less Other Reimbursement	-\$
	<b>Total Claim</b>	<b>\$</b>

### Landlord's Acknowledgement:

1. The Program Provider has set up the RentSmart Guarantee fund as a discretionary fund to voluntarily assist landlords for damages or arrears caused by tenants participating in the RentSmart Guarantee Fund Program.
2. The information provided is true, accurate and up to date to the best knowledge of the Landlord or their authorized agent.
3. In submitting this claim the landlord acknowledges the following:
  - a. The establishment and continuation of this Program does not create or establish any legal claim against the Program Provider for any of the damages claimed; and
  - b. The receipt and processing of this application by the Program Provider does not create or establish any legal claim against the Program Provider for any of the damages claimed.
4. The Landlord agrees that if they receive all or any part of the reimbursement requested in this damage claim, such payment will be subject to the landlord's signing a full and final release, and then the landlord will not be able to take any further steps to collect from the City or the tenant. (For Landlords with insurance, that means their insurer will not be able to take any further steps to collect from the Program Provider or the tenant.)

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5. The Landlord agrees that if the Program Provider reimburses the landlord for any or all of the claimed costs, the Program Provider will not be liable for the work or events related to the work being done. This includes matters related to the quality of workmanship, the materials used; the durability of repairs; or any injuries or damage incurred in the course of repairing the damage.
6. The Landlord affirms that no part of the amount claimed is also being claimed from or paid for, either by insurance, or the tenant. In the event that the Landlord is reimbursed or otherwise indemnified for the repairs, the Landlord shall repay any reimbursed funds to the Program Provider to the extent necessary to avoid any double indemnity for the repairs or expenses the Program Provider has paid for under this program.

**Authorized Signature of the Landlord:**

\_\_\_\_\_ Date: \_\_\_\_\_

***Privacy:*** *The personal information on this form is disclosed pursuant to consent from the tenant and is necessarily collected for proper administration of the RentSmart Guarantee Fund Program.*

Form was last revised June 3, 2020

**Additional Information if required:**