

The RentSmart Guarantee Fund Program

The **RentSmart Guarantee (RSG)** is a limited pilot program operated by the **Rent Smart Education & Support Society**, a registered charity located in Victoria BC. The pilot is delivered in partnership with **Aunt Leah's Place** and the **Friendly Landlord Network** in the Lower Mainland, the **YMCA/YWCA South Island** and **Pacifica Housing** in the Capital Region District. The Guarantee Program provides a \$5,000.00 financial guarantee for up to 12 months for eligible tenancies. The program is made possible through financial support from donors and the Vancity Community Foundation. The purpose of the program is to increase access to housing for people and families at risk of housing instability by offsetting potential financial risk for private market landlords.

Application Process:

Step 1: To ensure eligibility under the program, please email info@rentsmartguarantee.org before signing a tenancy agreement with the tenant. Eligibility can be confirmed using the RentSmart Certificate Unique ID# found on the RentSmart Certificate of Graduation.

Step 2: Tenants and Landlords jointly complete the Application form and submit the Application packet to the RentSmart Guarantee Administrator by email to info@rentsmartguarantee.org, by mail to 211-611 Discovery St, Victoria BC, V8T 5GR. Digital scans are accepted but must be signed. Due to COVID-19, we are developing an online application process. We encourage you to check our website for further detail.

The Application must include:

- ✓ Signed Application form (Form 1) and acceptance of the Terms and Conditions
- ✓ Signed Copy of the Residential Tenancy Agreement (#RTB-1)
- ✓ Copy of the Move-In Condition Report/Inspection (#RTB-27) signed by both landlord and tenant
- ✓ Proof of payment of the security deposit and first months rent

All documents must be received within 30 days of the tenant's occupancy.

Step 3: Once the completed application is received, it will be reviewed within 2 business days. The landlord and tenant will receive an email notifying them of acceptance or decline coverage. Both Landlords and Tenants will receive a signed copy of the approved application by mail. If coverage is declined, notification will include any possible remedies.

Questions? Need information or help? Try:

- <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/starting-a-tenancy>
- RTB Forms: <https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/forms>
- Check out the FAQs on our website or email us! We're happy to help!

Contact: RentSmart Guarantee Fund, Attn: Andrew HOLETON, #211-611 Discovery Street, Victoria, BC V8T 5G4
info@rentsmartguarantee.org | www.rentsmartguarantee.org | 250-388-7171 | Toll free: 833-333-7171

* **Please Note:** during COVID-19 we are working remotely so email is recommended.

FORM A RSGF - Application for Coverage under the RentSmart Guarantee Fund

A. PROGRAM PROVIDER INFORMATION

Program Provider Name: RentSmart Guarantee Fund/RentSmart Education & Support Society

Mailing & Physical Address: #211-611 Discovery Street, Victoria, BC V8T 5G4

Toll-Free Number: 833-333-7171 **Local:** 250-388-7171

Email Address: info@rentsmartguarantee.org

Primary Contact: Andrew Holeton, Director of Operations, RentSmart Education and Support Society

B. TENANCY AGREEMENT & RESIDENCE

To be eligible for coverage under the program:

- *The tenancy agreement and housing must fall under the BC Residential Tenancies Act (RTA) or Manufactured Home Park Tenancy Act (MHPTA).*
- *The tenancy agreement must be between the landlord or their approved agent and the tenant eligible for coverage. Licenses to occupy (renting as a roommate), sublets are not eligible for coverage.*

Address of the property being rented: (Unit) _____ **(Street)** _____

(City) _____ **(Province)** _____ **(Postal Code)** _____

Enter Date ("Effective Date") Tenancy Begins (must match tenancy agreement): _____

Monthly Rental Amount: _____ **Amount of Security Deposit:** _____

Any other Fees required (Specify type and amount): _____

****RS Guarantee Fund term begins on the above Effective Date and continues for a period of twelve (12) months****

C. TENANT INFORMATION

Note: To be eligible for coverage, tenants must be an existing client of a partner organization, have already met eligibility criteria, and agreed to participate in the program.

Tenant Name: _____

of Dependent Children: _____ **Pet(s):** _____

Phone Number: _____ **Email Address:** _____

RentSmart Certificate Unique ID# (for graduates): _____

D. LANDLORD INFORMATION

Landlord Name: _____

Business Name (if applicable): _____

Mailing Address (Cannot be identical to the unit being rented):

(Unit) _____ (Street) _____

(City) _____ (Province) _____ (Postal Code) _____

Phone: (____)-____-____ Email: _____

If Landlord is not the owner of the residence, complete the following:

Owner's Name: _____

Business Name (if applicable): _____

Mailing Address (Cannot be identical to the unit being rented):

(Unit) _____ (Street) _____

(City) _____ (Province) _____ (Postal Code) _____

Phone: (____)-____-____ Email: _____

E. LANDLORD TERMS & CONDITIONS

1. Landlord is an independent entity and not an agent of the Program Provider or partners of this program.
2. Landlord agrees to rent the Residence to the Tenant in accordance with the Residential Tenancy Agreement and Residential Tenancy Act for a period of at least twelve (12) months from the date the Agreement begins, providing Tenant remains in compliance with the Landlord/Tenant Agreement and Residential Tenancy Act.
3. This Guarantee is only valid on claims related to damages, unpaid rent, within twelve (12) months of the Effective Date coverage begins. This Guarantee is subject to available funding at the time of claim and is limited to \$2,000 for unpaid rent and a maximum of \$5,000 in total claims for all damages to a single landlord under the RentSmart Guarantee Fund Program, unless otherwise agreed upon by the Program Provider. This Guarantee covers only those costs allowable by the RentSmart Guarantee Program ("Program") and that exceed the security deposit.
4. When a tenancy is mutually ended or when a legal eviction has occurred, the Landlord agrees to submit a Claim Form for eligible expenses covered by RentSmart Guarantee funds, with all required documentation to the Program Provider: and will do so within 30 days of the date when the Tenant vacates the Residence or is evicted for non-compliance with the Landlord/Tenant Agreement.
5. Landlord agrees not to recoup any costs claimed against the Program from the Tenant or from the RentSmart Guarantee Fund Program or RentSmart Education & Support Society or any other third-party entity, partners, or such as insurance. If a judgment has already been filed against the Tenant, the Landlord will file a satisfaction of judgment with 30 days of receipt of payment and send a copy of such satisfaction to the Program Provider.

6. Where a claim for damages to the unit could prevent eviction of the Tenant, Landlords may also submit claims for eligible expenses. This should be done with expediency and communication with both the tenant and the Program Provider.
7. Landlord agrees to comply with all laws, regulations and guidelines related to the Program, including, but not limited to Program specific requirements, Residential Tenancy, Human Rights and privacy legislation, and any rules, policies or guidelines imposed by the Program Provider.
8. Landlord agrees to the Program Provider or affiliated partner's right to inspect the Residence identified in this Agreement by Program Provider upon reasonable notice, for the purposes of monitoring and/or the verification of claimed expenses.
9. Termination of this Agreement may occur upon such a directive by the Program Provider through the Program Provider. RentSmart Guarantee Fund Program or RentSmart Education & Support Society or any other third party entity or partnerships, shall not be liable to any of the parties of this Agreement or to other persons for directing that such Agreement be terminated or for any program claims submitted after the date of termination.
10. By signing this RentSmart Guarantee Fund Program Provider/Landlord Agreement form, I certify that this information is true and correct to the best of my knowledge and that I agree to follow all rules, regulations and guidelines set forth in this Agreement.

Landlord Signature: _____

Date: _____

F. APPLICATION PACKAGE

- All of the following documents must be received to apply for coverage under the fund but they can be submitted separately or as they become available.
- Submission of an application does not guarantee coverage.
- All documents **MUST** be received within 30 days of the first day the tenancy begins or coverage may be declined.
- Submit the Application packet to the RentSmart Guarantee Administrator by email to info@rentsmartguarantee.org, by mail to 211-611 Discovery St, Victoria BC, V8T 5GR. Digital scans are accepted but must be signed. Please check our website or email for current processes during COVID-19

	REQUIRED DOCUMENTS	INCLUDED	PENDING
1	Completed Application Form (Page 2-3) signed by Tenant, Landlord, Owner		
2	Landlord Acceptance of Terms and Conditions (Page 3-4)		
3	Copy of signed Residential Tenancy Agreement (#RTB-1 or equivalent terms)		
4	Copy of a signed move in condition report (#RTB-27)		
5	Receipt for payment of security deposit with date received		
6	Receipt for payment of first months rent with date received		

Once the completed application is received, it will be reviewed within 2 business days. We will also endeavor to review partial applications within the same time frame as documents are received. The landlord and tenant will receive an email notifying them of acceptance or decline coverage. Both Landlords and Tenants will receive a signed copy of the approved application by mail. If coverage is declined, notification will include any possible remedies.

Please note that under the PERSONAL INFORMATION PROTECTION ACT of BC, this information is collected solely for purposes of the RentSmart Guarantee Fund Program and is not shared with any third party.

G. APPLICATION APPROVAL

Administrative use only. This section will be completed by program provider once the completed application is received.

	REQUIRED DOCUMENTS	Received	Approved
1	Completed Application Form (Page 2-3) signed by Tenant, Landlord, Owner		
2	Landlord Acceptance of Terms and Conditions (Page 3-4)		
3	Copy of signed Residential Tenancy Agreement		
4	Copy of a signed move in condition report (#RTB-27)		
5	Receipt for payment of security deposit with date received		
6	Receipt for payment of first months rent with date received		

Program Provider agrees that by signing this RentSmart Guarantee Fund Program Application form that the Tenancy meets all Program eligibility requirements and has up to \$5000.00 of coverage for damages, \$2000 for unpaid rent, with total claims not exceeding \$5000. The Program Provider agrees that should the Tenant vacate the Residence or be evicted for non-compliance of the lease/rental agreement and Landlord completes the necessary documentation within 30 days from the date the Tenant vacates or is evicted, Program Provider will verify damages, in cooperation with Landlord and will process the request for Guarantee funds through the RentSmart Guarantee Fund and in accordance with all Program rules, regulations and guidelines. Program Provider agrees to assess all claims within five (5) business days and communicate a decision. Program Provider may required additional information. Program Provider will provide funds to Landlord within five (5) business days of claim approval.

By signing this form, Program Provider certifies that this information is true and correct to the best of his/her knowledge and agrees to follow all rules, regulations and guidelines set forth in this Agreement and within the RentSmart Guarantee Fund Program.

Program Provider: Rent Smart Education and Support Society

Authorized Signatory Name:

Title:

Signature:

Date: