

# 12 MONTH NOTICE TO END TENANCY FOR CONVERSION OF MANUFACTURED HOME PARK

*Manufactured Home Park Tenancy Act, s. 42*

Form #RTB – 31

**TENANT: YOU MAY BE EVICTED IF YOU DO NOT RESPOND TO THIS NOTICE.**

To the TENANT(S) (full names are required)				
Last name	First and middle names			
Last name	First and middle names			
Service Address (address where documents will be given personally, left for, faxed, or mailed to the tenant for service)				
Unit/site #	Street # and street name	City	Province	Postal Code
Daytime phone number	Other phone number		Fax number for service of documents	

From the LANDLORD (if the landlord is a business name, enter the full legal business name in the "last name" box)				
Last name	First and middle names			
Service Address (address where documents can be given personally, left for, faxed, or mailed to the landlord for service)				
Unit/site #	Street # and street name	City	Province	Postal Code
Daytime phone number	Other phone number		Fax number for service of documents	

NOTICE TO END TENANCY				
<b>I, the landlord, am hereby giving you 12 months notice to vacate the manufactured home site located at:</b>				
			BC	
Unit/site #	Street # and street name	City	Province	Postal Code
<b>by</b> (date when tenant must move out of the rental unit or vacate the site)				
Day	Month	Year	Landlord's or Agent's signature:	
			Print name:	
			Date:	

*This is page 1 of a 2-page Notice. The landlord must sign this Notice and the tenant must receive page 1 and page 2.*

**Office of Housing and Construction Standards**

Residential Tenancy Branch  
 Lower Mainland: 604-660-1020 Victoria: 387-1602 Elsewhere in BC: 1-800-665-8779  
 Website: [www.rto.gov.bc.ca](http://www.rto.gov.bc.ca)

#RTB – 31 (2007/07)



### REASON FOR THIS 12-MONTH NOTICE TO END TENANCY

The landlord has all necessary permits and approvals required by law and intends in good faith, to convert all or a significant part of the manufactured home park to a non-residential use or a residential use other than a manufactured home park.

### TENANT COMPENSATION

- A landlord who gives a tenant this Notice must pay the tenant, on or before the effective date of this Notice, an amount equal to 12 months' rent payable under the tenancy agreement.
- Following receipt of this Notice, a tenant who has a periodic tenancy may at any time give the landlord a minimum of 10 days notice to end the tenancy. Rent is payable only until the date the tenant permanently vacates the site. The landlord must still pay the 12-months rent as compensation.
- A tenant's notice to move in response to this Notice does not affect the tenant's right to compensation.
- If steps have not been taken to accomplish the stated conversion of the manufactured home park within a reasonable period after the effective date of this Notice, the landlord must pay the tenant an additional amount equal to 6 times the monthly rent that would have been payable under the tenancy agreement.

### WHEN THE TENANT WILL BE ASSUMED TO HAVE RECEIVED THIS NOTICE

- The date when the landlord gives this Notice to the tenant in person, or
- The date when the landlord leaves this Notice with an adult (19 years or older) who apparently lives with the tenant, or
- 3 days after the landlord leaves this Notice in the mailbox or mail slot for the address where the tenant lives, or
- 3 days after the landlord faxes this Notice to a fax number provided by the tenant, or
- 3 days after the landlord attaches a copy of this Notice to the door or other noticeable place at the address where the tenant lives, or
- 5 days after the landlord mails this Notice (by registered or regular mail) to the tenant at the address where the tenant lives.

### INFORMATION FOR TENANTS WHO RECEIVE THIS NOTICE TO END TENANCY

- An error in this Notice does not make it invalid.
- A tenant has the right to dispute this Notice within 15 days after it is assumed to be received by filing an Application for Dispute Resolution at the Residential Tenancy Branch. A Dispute Resolution Officer may extend your time to file an Application, but only if he or she accepts your proof that you had a serious and compelling reason for not filing the Application on time.
- If you do not file an Application for Dispute Resolution within 15 days, you are presumed to accept that the tenancy is ending and you must vacate the manufactured home site on the date set out on page 1 of this Notice (you can move out sooner.) If you do not file the Application or vacate, your landlord can apply for an Order of Possession that is enforceable through the court.

### INFORMATION FOR LANDLORDS WHO WANT TO END A TENANCY

- Take steps to confirm that the tenant actually receives the Notice when it is assumed to be received. A Dispute Resolution Officer may set the Notice aside if the tenant can prove that he/she did not receive this Notice due to circumstances beyond his/her control.
- If the tenant fails to vacate the site, or if you believe the tenant does not intend to vacate the site and the deadline for the tenant to dispute this Notice has expired, you can apply to the Residential Tenancy Branch for an Order of Possession.
- If the tenant applies to dispute this Notice, you can attend the tenant's hearing and verbally ask for an Order of Possession.

### INFORMATION FOR BOTH LANDLORDS AND TENANTS

- Keep copies of all Notices to End Tenancy and record each date and how the Notice was given or received
- An error in this Notice or an incorrect move-out date on this Notice does not make it invalid. A Dispute Resolution Officer can order that the tenancy ends on a date other than the date specified in this Notice.
- It is against the law for a landlord to (1) physically evict a tenant without a Writ of Possession, or (2) seize a tenant's personal property without a court order.
- More information is available online: [www.rto.gov.bc.ca](http://www.rto.gov.bc.ca)  
Or by telephoning: Lower Mainland 604-660-1020 Victoria 387-1602 Elsewhere in B.C. 1-800-665-8779

*This is page 2 of a 2-page Notice. The landlord must sign this Notice and the tenant must receive page 1 and page 2.*