

Schedule H
NEW COMPLEX – PRE-OCCUPANCY DISCLOSURE FORM

THIS INFORMATION IS GIVEN TO YOU AS REQUIRED BY *THE LIFE LEASES ACT*

Date of Disclosure:	The information in this form is current as of _____ <i>(Insert date.)</i>										
Changes to Information:	This form lists important features of your rental unit and the complex. If the landlord changes these features and you do not agree with the changes, you can go to the Residential Tenancies Branch. The Branch will try to help you and your landlord resolve the dispute. Depending on what has been changed, you may be entitled to cancel your life lease. If you cancel, you may be entitled to a refund of your entrance fee.										
Projected Completion Date:	If you agree to lease a unit, it must be ready for occupancy by _____ <i>(State the projected completion date.)</i> If your unit is not ready within 30 days after that date, you can cancel the lease, unless the landlord believes that the delay was unavoidable and not the fault of the landlord. The landlord can ask a judge of Court of Queen’s Bench for more time to complete your unit. If the Court does not give the landlord more time, the landlord will owe you a refund of your full entrance fee.										
Trustee Holding Entrance Fees :	The landlord appointed a trustee to receive and hold entrance fees of the first tenants of the complex. The Trustee’s appointment lasts until the landlord meets certain conditions under <i>The Life Leases Act</i> and regulations and until all funds held by the Trustee are used. The Trustee is: Name: Address: Contact: _____ Phone: _____										
Refund Fund <i>(Insert only if the entrance fee is refundable)</i>	The landlord must have a fund for returning entrance fees (refund fund). The refund fund must be held by a trustee appointed by the landlord. The landlord must also register a mortgage to secure the refund of entrance fees. The trustee holds this mortgage. The Trustee holding the refund fund and mortgage for this complex is: Name: Address: Contact: _____ Phone: _____ The landlord decides what the initial amount in the refund fund will be. The landlord will place at least \$_____ in the refund fund before the Occupancy Date of the complex. <i>(Insert the following if the landlord is a non-profit landlord)</i> If the refund fund grows to more than this amount, the landlord may <ul style="list-style-type: none"> • leave the extra money in the refund fund; • use the extra money for other purposes of the complex. 										
Rent:	The estimated rent for the first year is \$_____ per month. Services included in the rent: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Parking _____</td> <td style="width: 50%;">Cable T.V. _____</td> </tr> <tr> <td>Heat _____</td> <td>Laundry: _____</td> </tr> <tr> <td>Water _____</td> <td>in-suite _____</td> </tr> <tr> <td>Electricity _____</td> <td>common _____</td> </tr> <tr> <td>Furniture _____</td> <td></td> </tr> </table> <i>(specify)</i>	Parking _____	Cable T.V. _____	Heat _____	Laundry: _____	Water _____	in-suite _____	Electricity _____	common _____	Furniture _____	
Parking _____	Cable T.V. _____										
Heat _____	Laundry: _____										
Water _____	in-suite _____										
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Furniture _____											
Features of Rental Unit:	Unit # _____ Your unit has the following features and specifications. <i>(Attach schedules as necessary.)</i> Floor Plan is attached <i>(Attach floor plan for the unit showing unit layout, dimensions for each room and total unit size.)</i> Air Conditioning <i>(If provided, specify central or window.)</i> _____										

Features of Rental Unit Cont'd.	<p>Balcony <i>(If provided, specify such as open, screened, closed.)</i> _____</p> <p>Flooring <i>(Specify type/quality.)</i></p> <p>Master Bed _____</p> <p>Bedroom 2 _____</p> <p>Bedroom 3 _____</p> <p>Living Room _____</p> <p>Kitchen _____</p> <p>Bathroom _____</p> <p>Dining _____</p> <p>Other _____</p> <p>Appliances provided <i>(Identify and describe type and features.)</i> _____</p> <p>_____</p> <p>Cabinetry <i>(Specify material/finish/features.)</i> _____</p> <p>_____</p> <p>Fixtures <i>(Specify type and features.)</i> Bathroom: _____</p> <p>Kitchen: _____</p> <p>Other: _____</p> <p>Disabled/Mobility Features <i>(Describe any design features intended to facilitate access or mobility in the unit.)</i> _____</p> <p>_____</p> <p>Other Unit Features <i>(Describe any additional unit features such as woodwork, light fixtures, finishes, call system, storage and laundry.)</i></p> <p>_____</p> <p>_____</p>
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Features of Rental Complex:	<p>The rental complex has the following features:</p> <p>Drawings of the complex are attached [<i>Attach building floor plan for each floor (or typical floor if floors are identical) that indicates the location of the rental unit and any non-residential spaces or units such as lounges or kitchens. Also attach building elevations.</i>]</p> <p>Project type <i>(Specify, e.g., apartment, townhouse, detached.)</i> _____</p> <p>Construction <i>(Specify, e.g., woodframe, concrete.)</i> _____</p> <p>Elevator <i>(Include number.)</i> _____ Exterior finish <i>(Specify e.g., brick, stucco.)</i></p> <p>_____</p> <p>Heating system/fuel <i>(Specify, e.g., forced air, hot water, baseboard / gas, electric, other.)</i></p> <p>_____</p> <p>Entry system _____ Security system/features <i>(Describe type, including function of any staff.)</i></p> <p>_____</p> <p>_____</p> <p>Laundry facilities <i>(Specify, e.g., location, number of appliances, coin operated.)</i></p> <p>_____</p> <p>Storage <i>(Identify location, size, features.)</i> _____</p> <p>_____</p>
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Features of Rental Complex Cont'd.	Interior common/amenity space (<i>Identify, e.g., lounge, exercise room, activity room, library, kitchen. Describe location, size, features.</i>) _____ _____
	Disabled/mobility features (<i>Describe any design features intended to facilitate access or mobility in the complex.</i>) _____
	Parking (<i>Indicate, e.g., number of resident and guest spaces, surface, covered, underground, electrified.</i>) _____ _____
	Other design features (<i>Identify, e.g., pool, sauna, guest room.</i>) _____ _____ _____

Site and Landscaping Features:	Site Plan is attached (<i>Attach site plan showing approaches, parking, site lighting and landscaping.</i>)
	Features (<i>Describe site/landscaping features such as garden plots, patio, covered entry, separate pick-up/delivery entrance.</i>) _____ _____

Services Provided:	On site manager (<i>Specify expected hours.</i>) _____
	On site caretaker (<i>Specify expected hours.</i>) _____