

**NOTE: A repayment plan is required for unpaid rent and/or utilities that became due and payable for the period beginning on March 18, 2020 and ending on August 17, 2020. Failure to pay an installment from a valid repayment plan can be cause for eviction.**

**Landlord Information: (Use last name field to enter a business name if applicable)**

last name		first name		
site/unit #	street # and name	city	province	postal code
phone		email		

**Tenant Information:**

last name(s)		first name		
last name(s)		first name		
site/unit #	street # and name	city	province	postal code
phone		email		

**Part 1: Arrears Owing: Complete the table to determine the amount of arrears owing**

1. In Column A, enter the date that rent and/or utilities were due for each rental period that began between March 18, 2020 and August 17, 2020. For example, if the tenancy agreement specifies that rent and/or utilities was due on the 1st of the month, the first rental period would start on April 01, 2020, and the last period would start on August 01, 2020.
2. In Column B, enter the amount of rent and/or utilities that was due for the rental period.
3. In Column C, enter the amount of rent and/or utilities that was paid for the rental period.
4. In line 13 enter the total amount from Column B.
5. In line 14 enter the total amount from Column C.
6. In line 15 calculate the amount of arrears owing. Enter this number in line 16 on the next page.

**Rent arrears table:**

Month	A	Due Date	B	Amount Due	C	Amount Paid
1			+		+	
2			+		+	
3			+		+	
4			+		+	
5			+		+	
6			+		+	
7			+		+	
8			+		+	

## Rent arrears table:

Month	A Due Date	B Amount Due	C Amount Paid
9		+	+
10		+	+
11		+	+
12		= \$ 0.00	= \$ 0.00
13	Enter the total amount from Column B		
14	Enter the total amount from Column C -		
15	line 13 minus line 14: =		\$ 0.00

## Part 2: Repayment Schedule

1. In Column D of the Repayment Schedule enter the date that rent and/or utilities is due for each rental period that begins between:

- At least 30 days after the tenant is given this payment plan; and
- July 10, 2021

There must be a minimum number of installments for each rental period after this repayment plan is given by the landlord to the tenant and July 2021. For example, if rent and/or utilities is due on the first of each month and the tenant is given this repayment plan on **August 25, 2020**, the first rental period would start on **October 1, 2020**. This repayment agreement must be served in accordance with [section 89 \(1\) of the Residential Tenancy Act](#) or in [section 82 \(1\) of the Manufactured Home Park Tenancy Act](#).

2. In line 17 enter the number of rental periods in Column D of the Repayment Schedule

3. In Line 18, calculate the installment payment

4. In Column E of the Repayment Schedule, enter the amount in Line 18 for each rental period.

16	Amount in Line 15 =	
17	Enter the number of rental periods in Column D of the Repayment Schedule /	
18	line 16 divided by line 17 =	

## Repayment Schedule

	D Due date	E Installment payment due
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

landlord signature:

date:

**FOR MORE INFORMATION ON THE REPAYMENT PLAN REQUIREMENTS VISIT:**

<https://www2.gov.bc.ca/gov/content/housing-tenancy/residential-tenancies/covid-19>

Phone: 1-800-665-8779 (toll-free) Greater Vancouver: 250-387-1602 Victoria: 250-387-1602