



ULTIMATE

guide

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RENTING A PROPERTY IN VICTORIA, BC



Landlord's Guide to Managing a Rental Property

YOUR GUIDE AS A LANDLORD

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Life as a Landlord

KEY THINGS TO KNOW

Owning a rental property is a great way to grow your investment and build long-term financial security. When you understand the key parts of the process, managing a rental becomes surprisingly straightforward. This guide gives you a clear, simple starting point so you can feel confident, organized, and ready for success.

Here are three main areas every landlord should be familiar with:



Property Management

Maintenance, repairs, insurance, property taxes, strata fees.



Tenant Management

Occupancy, paperwork, legal, rent collection, relationship management.



Cashflow & Budgeting

Accounting, tax, expenses, rent collection, cashflow.

Legal & Safety Considerations

The essentials every landlord should know.



Know the Basic Rules

Every rental in BC must follow a few provincial guidelines.

You don't need to memorize everything, but it helps to be familiar with the basics so you stay protected and compliant.

Key areas to be aware of:

- Residential Tenancy Act (standard rules for rentals)
- Human Rights Code (fair and equal treatment)
- Entry rules (when a landlord can enter the unit)
- Deposits (limits and rules for collecting and returning them)

💡 If you ever want a quick breakdown of these, I can walk you through them with simple, real-life examples.

Keep the Home Safe

Before a tenant moves in, make sure the unit meets BC's basic safety standards.

A few key items include:

- Working smoke alarms on each floor
- Carbon monoxide detectors where required
- Windows and doors that open and lock securely
- A home free from mold, pests, leaks, or other hazards

Privacy & Access

Tenants have a right to privacy. Landlords must give proper notice before entering the home — except in emergencies. This builds trust and keeps you aligned with provincial rules.

For information on the **BC Residential Tenancies** [click here.](#)

Property Maintenance

Keeping your rental in great shape from day one.



Handle Repairs Early

Before listing your unit, take care of any repairs you already know about — big or small.

Fixing things now creates a better first impression and reduces surprise costs later.

A few areas to double-check:

- Lights, switches, and outlets
- Plumbing fixtures (no leaks, good water pressure)
- Appliances working properly
- Windows and doors opening and closing smoothly

💡 If you're unsure which repairs matter most to tenants, I can point you toward the ones that make the biggest impact.

Start With a Clean Slate

Providing a clean home is part of a good landlord-tenant relationship right from the start.

Make sure the unit is move-in ready (especially kitchens, bathrooms, and floors).

This sets the tone for how tenants care for the space throughout the tenancy.

Update Locks if Needed

If someone lived in the unit before, consider changing or re-keying the locks.

It's a simple way to increase safety and peace of mind for everyone.

Property Maintenance

Keeping your rental in great shape from day one.



Check Utilities & Essentials

Everything should be working before the tenant moves in:

- Heat and hot water
- Ventilation and fans
- Internet or cable outlets (if included)

💡 A quick test run of appliances and systems saves you time later.

Plan for Ongoing Maintenance

Tenants handle everyday cleaning, but bigger upkeep still belongs to you.

It helps to keep a simple, seasonal checklist for items like:

- Exterior drainage
- Annual servicing for major appliances

Document the Condition

Before a new tenancy, take a few photos of the unit in its clean and repaired state.

It protects both sides and keeps everything clear if repairs are needed later.

Extra Tips for Smooth Maintenance

- Keep a short list of trusted trades (plumber, electrician, handyman).
- Encourage tenants to report small issues early — it prevents costly repairs.
- Track the age of appliances and equipment so replacements don't become emergencies.
- A simple seasonal checklist for tenants to complete (filters, detectors) helps keep your property in great shape.

Finding Tenants

Choosing the right people



Finding the right tenant

A little extra diligence upfront saves you a ton of stress later. **Tenant turnover is one of the biggest expenses for any landlord**, so taking the time to choose carefully is always worth it.

Keep in mind as you go through the process:

- Keep your property well-maintained — good tenants appreciate a well-cared-for home
- The highest rent doesn't always bring you the best tenant
- Pay attention to their stage of life and overall communication
- And most importantly... be ready to put in a little work to find the right fit

Start With Strong Advertising

Most Victoria landlords get great results using a mix of these platforms:

Facebook Marketplace (usually the busiest place)

RentFaster.ca (very active for rentals across BC)

Craigslist Victoria (especially good for suites and houses)

A clear, friendly listing gets better responses.

Include:

- Bright, clean photos
- Key features (parking, storage, laundry, yard/patio)
- Proximity to transit, schools, parks, trails, and shopping
- What's included (utilities, internet, parking, garbage)
- Your pet policy (pet-friendly or no pets)
- Move-in date and monthly rent

And add one small but powerful line:

"When reaching out, please share a little about yourselves."

This alone filters out serious, respectful applicants.

Finding Tenants

Choosing the right people



Respond Promptly – It Makes a Big Difference

Good tenants move quickly.

Check your messages regularly (especially on Marketplace where messages get buried) and reply promptly.

A simple message that works well is:

"Thank you for your interest! We ask everyone to complete a rental application and we review the applications before setting up any showings. What's a good email to send the form to?"

Rental Application

A quick, organized way to learn about your applicants, that gives you the basics you need to shortlist your top candidates.

I've included a rental application at the end of this guide to help you screen potential tenants easily.

When someone shows interest and you're ready to move them forward in the process, send a short, simple email like this:

"To move forward, please complete the attached rental application.

Once we receive your application, we'll review all submissions and contact selected candidates to arrange a property showing.

Please note that we won't run a credit check unless you are among the final candidates we're considering, and only after we've completed reference checks. If we do decide to proceed with a credit check, we'll let you know in advance — this typically happens toward the end of the process.

Feel free to reach out if you have any questions or need more information."

This keeps your communication professional, consistent, and clear — and shows applicants that you follow an organized process.

Finding Tenants

Choosing the right people



Check References

A reference check helps you confirm that an applicant is reliable and able to keep up with monthly rent. Nothing can predict the future perfectly, but a quick check-in with the right people gives you a good sense of who you're handing the keys to.

Things worth confirming:

- Income and employment details
- Rental history - previous address and landlord
- Credit score check

You don't need a complicated system — just make sure the information matches what they wrote.

💡 If you're not sure what to ask to get a clear picture of a tenant, I can guide you.

Schedule Showings

Showings aren't just about the property — they help you get a real sense of the person.

Pay attention to:

- How they communicate
- How they show up
- How they treat the process

Often, the best insights come from a 5-minute conversation. Once you met them in person, pick the tenant who feels reliable, respectful, and aligned with what you expect in your home. Trust both the information and your instincts.

During meeting your top candidates, it's a good idea to **check their photo ID**.

A look at a driver's licence or passport confirms that the information on their rental application is accurate and you can proceed with the tenancy agreement.

Tenancy Agreement

Tenancy Agreement

Putting the details in writing keeps everything clear and protects everyone.

Every tenancy in BC should have a written agreement. The standard **BC Residential Tenancy Agreement** is the easiest and most reliable option — it covers all the essential terms and keeps the process simple for both landlord and tenant.

Even if you decide to use your own version, the standard tenancy rules still apply. Having everything written down helps avoid misunderstandings and sets clear expectations from day one.

A solid agreement will outline things like:

- Names of everyone involved
- Rent amount and due date
- Security deposit details
- What's included (utilities, parking, storage, etc.)
- Pet and smoking rules
- Maintenance responsibilities
- Right of entry and notice requirements
- Length of the tenancy and any limits (such as subletting)

Once the agreement is completed, it should be:

- Signed by both you and the tenant
- Dated
- Shared with the tenant for their records

💡 Tip: Take a few minutes to review the important points together before signing. A quick conversation now can save a lot of questions later on.



Move-In Day

*Setting the right tone
from the very beginning*



Before Move-In

Do a quick check to make sure everything is ready:

- The home is clean and move-in ready
- Appliances and lights work
- Keys, fobs, and remotes are tested
- Your Condition Inspection Report is printed or ready to fill out

Confirm the move-in time with your tenant to keep things organized.

Walk Through the Home Together

Do a room-by-room walkthrough with your tenant. You're documenting the general condition of the home.

Check things like:

- Floors and walls
- Appliances
- Windows and screens
- Bathroom fixtures
- Outdoor areas (if applicable)

Keep it friendly and straightforward — this is about clarity, not perfection.

Complete the Condition Inspection Report

The Condition Inspection Report is a simple document that records the state of your property at move-in, as well as at move out. It protects both you and your tenant and helps avoid disagreements when the tenancy ends.

Walk through the space together, note anything noticeable, and take photos if needed and **fill the move in** section only.

Once everything looks accurate, both you and the tenant sign the form.



A clear inspection now saves a lot of stress later.

Download your **free BC Condition Inspection Report**

Move-In Day

*Setting the right tone
from the very beginning*



Security Deposit, Pet Deposit & First Month's Rent

Before handing over keys, make sure all payments are in place:

- Security deposit: up to 50% of one month's rent
- Pet damage deposit (if applicable): up to 50% of one month's rent
- First month's rent: due before move-in

These must be collected before the tenant receives the keys — this keeps everything clear, consistent, and fair.

Important Note:

Paying a security deposit establishes a tenancy — even if there is no written agreement and even if the tenant never moves in.

So only accept a deposit once you are fully ready to move forward with a tenant.

Tenant Insurance

Before move-in, make sure your tenant has tenant insurance in place. It protects their belongings and provides liability coverage if something unexpected happens inside the home.

I treat tenant insurance as a mandatory step and I also ask for confirmation every year that the policy is active.

Handing Over Keys

Once deposits, first month's rent, and the inspection report are all completed, you can hand over:

- Keys
- Fobs / remotes
- Parking details
- Any building or strata instructions

Managing Your Tenants

Simple habits



Once the tenant has moved in, your role becomes day-to-day management. This doesn't need to be complicated — a few consistent habits go a long way toward creating a positive, long-term tenancy.

Communicate Clearly & Respectfully

Good communication is the foundation of a smooth tenancy.

You don't need to be available instantly, but replying within a reasonable timeframe shows professionalism and keeps the relationship healthy.

Keep conversations simple, friendly, and to the point.

Handle Repairs as Soon as You Can

If something breaks or needs attention, arrange repairs as quickly as possible.

Small issues dealt with early prevent bigger problems later — and tenants always appreciate a landlord who responds promptly.

This also helps protect the value of your property.

Keep Organized Records

Create a simple folder (digital or paper) where you keep:

- The tenancy agreement
- The condition inspection report
- Repair receipts
- Notices and important conversations
- Rent payment records

Being organized makes any future questions easy to answer.

Managing Your Tenants

Simple habits



Giving Notice Properly

BC has straightforward rules for notices during a tenancy. Following them helps avoid misunderstandings and keeps your relationship with your tenant respectful and smooth.

Entering the Property – 24 Hours' Notice

If you need to enter the rental home, you must give at least 24 hours' written notice.

Your **notice should include**:

- the date;
- the time or time window;
- the reason for entry

This applies to repairs, inspections, or checking on something inside the unit.

You may **enter without notice** only in true **emergencies**, such as:

- fire;
- flooding or a burst pipe;
- a major leak;
- any situation where the home or the tenant is at immediate risk.

If it's not urgent, give the 24-hour notice.

Notices for Changes or Updates

If you need to make a change during the tenancy (like a rent increase or updating terms), you must use the proper BC forms and follow the correct timelines.

A few examples:

- Rent increase notice — must use the approved form and follow the annual guidelines
- Notice to conduct repairs — give proper written notice with reasonable timing
- Routine inspections — must be reasonable and follow notice rules

Move-Out Process

*Finishing the tenancy
smoothly*



Ending a Tenancy

If you ever need to end the tenancy, you must use the official BC notice forms and follow the required timelines. This includes:

- Proper forms
- Correct notice periods
- Valid legal reasons

You don't need to memorize every detail — the Residential Tenancy Branch provides the correct forms.

💡 If you're unsure which notice to use, ask me. Using the wrong one can delay the whole process.

Move out

Tenants must give proper written notice according to BC rules when they want to move out.

A move-out can happen in different ways depending on whether your tenant is on a fixed-term lease or a month-to-month tenancy. Keeping these rules clear helps you plan ahead and avoid last-minute surprises.

Fixed-Term (Lease) Ending

If you have a fixed-term agreement (for example, a 1-year lease), the tenancy automatically ends on the date written in the contract — unless both parties agree to continue. Two things can happen as the lease ends:

1. Renewing the tenancy

- You can offer another fixed term (e.g., another year)
- Both sides agree to switch to month-to-month
- You should have this conversation at least 30 days before the lease ends

2. Ending the tenancy

- If the tenant plans to move out at the end of the fixed term, they **do not** need to give extra notice
- Still, it's helpful to ask for written confirmation so you can plan properly

Move-Out Process

*Finishing the tenancy
smoothly*



Month-to-Month Tenancy

If the tenant is on a month-to-month agreement, they must give one full month's written notice.

- Notice must be given before the start of the final month
- **Example:** To move out June 30, notice must be given before June 1

This gives you enough time to prepare the home for the next tenant.

Confirm the Move-Out Date in Writing

Once the tenant gives notice (or confirms they're leaving at the end of the fixed term), reply with a short confirmation:

*"Thanks for letting me know. Your official move-out date is ____
Please make sure the home is empty and cleaned by that day."*

Clear, simple, and no room for confusion.

Cleaning & Move-Out Expectations

Once the move-out date is confirmed, it's helpful to remind your tenant of what the home should look like when they leave.

Most tenants want to do the right thing — they just need to know what you expect.

A good **move-out clean** usually includes:

- Floors swept, vacuumed, or mopped
- All surfaces wiped down
- Bathroom cleaned (toilet, sink, shower/tub)
- Kitchen cleaned (counters, cabinets wiped, stove and fridge cleaned inside and out)
- Appliances wiped
- Windows spot-cleaned where needed
- Garbage, recycling, and unwanted items removed
- Closets and storage areas emptied

Move-Out inspection

Last walkthrough



The move-out inspection is your chance to compare the condition of the home at the end of the tenancy to the way it looked at move-in.

Encourage tenants to let you know if something isn't working before inspection day. This helps you plan repairs without the stress of last-minute surprises.

The move-out inspection must be done on or after the tenant's move-out date.

Walk Through

Just like the move-in inspection, go room by room and note the overall condition.

You're paying attention to anything that stands out compared to the original report.

You're looking for:

- Damage beyond normal wear and tear
- Excessive cleaning needed
- Missing items
- Pet-related damage (if applicable)
- Issues that were not previously reported

💡 Normal wear happens — faded paint, light scuffs, slightly worn flooring. You're only noting things that fall outside of that.

Once the walkthrough is done:

- Fill out the BC Condition Inspection Report - **Move-Out part**
- Have both you and the tenant sign it
- Give them a copy for their records

If the tenant refuses to participate or won't sign, note it on the form — you can still complete the inspection on your own.

Move-Out

Last steps in tenancy



Returning the Security Deposit

Once the move-out inspection is complete, the next step is handling the security deposit. BC has straightforward rules, and following them protects you legally while keeping things transparent with your tenant.

You must return the deposit within 15 days of:

1. The tenant moving out, and
2. Receiving their forwarding address in writing

The 15-day clock doesn't start until you have both pieces.

The inspection results guide what you do with the security deposit:

If the home is in good shape:

- ✓ Return the deposit in full
- ✓ Send a short confirmation message
- ✓ Provide an e-transfer or cheque (whatever was agreed)

If cleaning or repairs are needed:

You may deduct reasonable costs for:

- Repairs beyond normal wear and tear
- Excessive cleaning
- Missing keys/fobs
- Damage caused by pets (if applicable)
- Unpaid rent or fees

Always keep receipts or estimates — they support your decision if questions come up late.

If the tenant disputes the deductions, either side can apply for dispute resolution through the Residential Tenancy Branch.

💡 Need clarification?

If anything in the move-out process feels unclear, you can always reach out to me for guidance. I'm happy to point you in the right direction.

Financials

Real Estate Investment



Declare Your Rental Income

Any rent you collect must be reported as income to the CRA. By declaring your rental income, you're staying compliant with the law and avoiding potential issues down the road.

It's a legal obligation, and the consequences of not declaring it can be serious.

A simple record of monthly rent payments is usually enough.

Here's a helpful tip: keep all your rent records, whether it's cash, e-transfer, or cheque payments.

Track Your Expenses

Expenses add up over the year, so keeping track of them gives you a clear picture of how your rental is performing.

Most rental expenses fall into a few broad categories:

1. **Property Operations**

- Repairs and maintenance
- Trades/handyman work
- Cleaning between tenants
- Safety items (smoke alarms, CO detectors)

2. **Property Carrying Costs**

- Property taxes
- Strata fees
- Utilities (if you include any in the rent)
- Mortgage interest
- Insurance (home + landlord)

3. **Business & Administration**

- Advertising the rental
- Office expenses related to managing the property
- Professional services (legal or accounting)

These expenses can usually be declared along with your rental income when you file your taxes. Speak with an accountant to confirm what applies to your specific situation and how to file everything properly.

Financials

Real Estate Investment



Think Long-Term (ROI Return of Investment)

Real estate is a long-term investment that builds wealth over time.

Your return as a landlord comes from three main sources:

1. **Monthly Cashflow**

The rent you collect each month helps cover operating costs like the mortgage, repairs, and maintenance. A positive cashflow is a good sign that your property is sustainable and generating income.

2. **Mortgage Paydown**

Each rent payment not only contributes to your cashflow but also helps pay down the mortgage. Your tenants are helping you build equity in the property, which increases your ownership stake over time.

3. **Long-Term Appreciation**

Real estate generally appreciates in value over time. Holding onto your property allows it to grow in value as the market increases, providing you with a potential capital gain when you eventually sell.

The Bigger Picture of Real Estate Investment

While there are costs involved in maintaining a rental property, such as repairs and vacancies, these expenses are part of a much bigger picture. Over time, you're building wealth through increased equity and property appreciation.

Real estate rewards patience. A mortgage helper suite, for example, reduces your out-of-pocket expenses while building equity at the same time. Holding onto your property for several years allows it to rise in value, creating both **a steady income stream** and a **long-term asset**.

While the short-term may require attention to expenses, **real estate is an investment that pays off over time** through cashflow, equity growth, and appreciation. As you continue to manage your property, you're building a more valuable asset that can offer ongoing returns.

APPLICATION FOR TENANCY

THE LANDLORD OR LANDLORD'S AUTHORIZED AGENT (called the "Landlord") MUST COMPLETE ALL BLANKS IN THIS SECTION

A. OFFER TO RENT I/We, the undersigned (called the "Applicant"), offer to rent a rental unit in British Columbia known as:

Suite no. _____ Building Address _____

at a monthly rent of _____ plus parking fees of \$ _____ plus other fees of \$ _____ for a total monthly cost of \$ _____

The above rent includes only the utilities checked below. Payment for all other utilities is the tenant's responsibility.

Heat ☐ Water Supply ☐ Hot Water ☐ Electricity ☐ Internet ☐ Gas ☐ Waste Collection ☐ Sewage Disposal ☐ _____ Other _____

DATE OCCUPANCY DESIRED _____

LANDLORD'S NAME _____ LANDLORD'S ADDRESS _____ LANDLORD'S PHONE NO. _____

The Applicant acknowledges that **pets, barbecues, waterbeds and aquariums are not allowed** without advance written permission of the Landlord. The Tenancy Agreement will include these specific terms:

--

If this offer is accepted, the Applicant will pay a **Security Deposit** of _____ to the Landlord. If the Landlord permits the Applicant to have a pet, an additional **Pet Damage Deposit** of \$ _____ will be paid to the Landlord. The Landlord will hold the Deposit(s) until the tenancy ends.

This offer is subject to acceptance by the Landlord and is open for acceptance until _____. If not accepted by that time, this offer is void.

B. FIRST APPLICANT'S PRIMARY INFORMATION

Last Name				First Name				Middle Name				Date of Birth (optional) Month / Day / Year				Social Insurance Number * (optional)			
Present Address								City				Postal Code (Mandatory)				Primary Phone No.			
Rent ☐	Own ☐	How Long?		Reason for Leaving								Current Rent \$							
Previous Address								City				Postal Code (Mandatory)							
Rent ☐	Own ☐	How Long?		Reason for Leaving								Current Rent \$							

C. CO-APPLICANT'S PRIMARY INFORMATION

Last Name				First Name				Middle Name				Date of Birth (Optional) Month / Day / Year				Social Insurance Number * (optional)			
Present Address								City				Postal Code (Mandatory)				Primary Phone No.			
Rent ☐	Own ☐	How Long?		Reason for Leaving								Current Rent \$							
Previous Address								City				Postal Code (Mandatory)							
Rent ☐	Own ☐	How Long?		Reason for Leaving								Current Rent \$							

D. APPLICANT'S STATEMENTS

I/We do not own any pets ☐ I/We own a pet or pets ☐ If owned, describe pet(s) _____

NOTE: Landlord's are not responsible for tenants' possessions. If accepted, you must carry tenants' insurance covering your possessions and protecting you against liability.

I/We presently insure our belongings and for third party liability Yes ☐ No ☐

E. CONSENT The Applicant consents to the Landlord obtaining personal, rental history, and employment information about the Applicant from references named in sections H and I of this application and authorizes those references to release such information to the Landlord. The Applicant also consents to the Landlord obtaining credit reporting information, including a credit report, about the Applicant to the Landlord, and authorizes any credit reporting agency to release such information to the Landlord. The purpose of collecting this information is to allow the Landlord to assess and to consider the Applicant's qualifications to rent the property. If this application is accepted by the Landlord and if the Applicant and the Landlord enter into a tenancy agreement, the Applicant also consents and authorizes the Landlord, on a continuing basis after the tenancy has started, to continue to collect personal information from the abovementioned references and credit reporting agencies, and to use and disclose that information solely for responding to emergencies, ensuring the orderly management of the tenancy and complying with legal requirements.

F. APPLICANT'S SIGNATURES

_____ Applicant's Signature		_____ Date Signed		_____ Co-Applicant's Signature		_____ Date Signed	
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G. LANDLORD'S ACCEPTANCE

_____ Landlord's Signature		_____ Date Signed	
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NOTE TO LANDLORD: If pages one and two are separated, enter the Applicant's name(s) and date of application below

First Applicant: _____ Co-Applicant: _____

Date of Application: _____

H. FIRST APPLICANT'S SUPPLEMENTARY INFORMATION			
Secondary Phone No.	Cell No.	Fax No.	Work Phone No.
Email Address:		Photo ID Shown	Yes ☐ No ☐
Present Landlord/Building Manager's Name	Address		Phone No.
Previous Landlord/Building Manager's Name	Address		Phone No.
Employer	Position		Monthly Income
Supervisor's Name	Supervisor's Phone No.		Length of employment
Previous Employer	Position		Monthly Income
Previous Supervisor's Name	Previous Supervisor's Phone No.		Length of employment

I. CO-APPLICANT'S SUPPLEMENTARY INFORMATION (Complete only where different from First Applicant)			
Secondary Phone No.	Cell No.	Fax No.	Work Phone No.
Email Address:		Photo ID Shown	Yes ☐ No ☐
Present Landlord/Building Manager's Name	Address		Phone No.
Previous Landlord/Building Manager's Name	Address		Phone No.
Employer	Position		Monthly Income
Supervisor's Name	Supervisor's Phone No.		Length of employment
Previous Employer	Position		Monthly Income
Previous Supervisor's Name	Previous Supervisor's Phone No.		Length of employment

J. OTHER ADULT OCCUPANTS - Full names of all other adult persons (age 19 or older) to occupy this rental unit					
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name

K. OTHER MINOR OCCUPANTS - Full names of all other persons under age 19 (including infants) to occupy this rental unit					
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name
Last Name	First Name	Middle Name	Last Name	First Name	Middle Name

NOTES TO APPLICANT(S)

1. Social Insurance Numbers are requested for the sole purpose of obtaining credit reports.
2. The information you provided on this pages continues as part of your Application for tenancy. Your signature on the 1st page confirms all information on both pages is true and correct.

Questions?

CONTACT DETAILS

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CENTURY 21[®]

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