

## Purpose of this Form

This form collects personal information in accordance with section 26(c) of the *Freedom of Information and Protection of Privacy Act*.

Your personal information is collected for the following purposes, and The Housing Registry will use your information to:

- determine eligibility;
- assess housing need; and
- determine the housing developments that suit your needs.

If you have questions about your privacy, call BC Housing's Privacy Officer at 604 433-1711 or send questions in writing to 1701-4555 Kingsway, Burnaby, BC V5H 4V8

## What is a Supplemental Application Form?

Some housing providers that use The Housing Registry may give additional consideration to applicants who are:

- homeless;
- fleeing domestic violence or abuse; or
- have a serious health condition that is affected by current housing.

A Supplemental Application Form must be completed by someone who can verify the applicant's situation. For more information or to obtain this form call us or visit our website at [www.bchousing.org](http://www.bchousing.org).

## Eligibility

More information on who is eligible to apply for housing and reasons why an application may not be accepted can be found in the "How to Apply Brochure" or online at [www.bchousing.org](http://www.bchousing.org). If you would like to receive the brochure, call The Housing Registry to ask for a copy.

## Other Important Information

The Housing Registry is used by housing providers to review applications as units become available. Housing providers will gather updated information on all household members, including income and assets, and may complete additional checks to assess a household's ability to uphold the obligations of a tenancy agreement. This may include reference checks, personal interviews and/or reviewing information available from public sources such as Court Services Online and police websites. In addition, some housing providers may ask for consent to perform a credit or criminal record check or to obtain information from other private sources.

Applicants may be contacted for more information, which may involve completing an optional Supplemental Application Form and/or providing supporting documents.

Applicants who are offered and accept a unit must sign a tenancy agreement and may be required to sign tenancy agreement addendums that cover topics such as pets, parking, laundry, smoking, crime free housing, etc.

## Apply On-Line!

If you have never applied to The Housing Registry go to [www.bchousing.org](http://www.bchousing.org) to apply on-line.



BC Housing



BRITISH COLUMBIA  
The Best Place on Earth

**OFFICE USE ONLY**

PLEASE TYPE OR  
PRINT CLEARLY

File # \_\_\_\_\_ Date \_\_\_\_\_

**1. Applicant Information**

| Last Name            | First Name           | Initial              | Title (please circle) |
|----------------------|----------------------|----------------------|-----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | Mr. Miss<br>Mrs. Ms.  |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | Mr. Miss<br>Mrs. Ms.  |

**2. Contact Information**

You must currently reside in British Columbia to be eligible for The Housing Registry.

| Street Address   | City                 | Province             | Postal Code          |
|--|----------------------|----------------------|----------------------|
| Home <input type="text"/>  | <input type="text"/> | BC                   | <input type="text"/> |
| Mailing address, if different from home address <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

|   |   |
|---|---|
| Home phone <input type="text"/>                             | Work phone <input type="text"/>                                       |
| Cell phone <input type="text"/>                             | E-mail <input type="text"/>   |
| Message number (optional) <input type="text"/>              | Message person name <input type="text"/>                              |
| * Authorized Contact number (optional) <input type="text"/> | Authorized Contact name and relationship to you. <input type="text"/> |

\* By providing an authorized contact, you are giving permission to The Housing Registry to exchange information with that authorized contact in order to maintain and update your file. To remove an authorized contact, please contact The Housing Registry.

**3. Household Information**

**3a. List yourself, then all other household members. If required, attach separate sheet for more names.**

| Last Name               | First Name & Initial | Relationship<br>(to Applicant) | Birth Date<br>(dd/mm/yyyy) | Age                  | Sex                  | Born in<br>Canada?   |
|-------------------------|----------------------|--------------------------------|----------------------------|----------------------|----------------------|----------------------|
| 1. <input type="text"/> | <input type="text"/> | Self                           | <input type="text"/>       | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2. <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>       | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>       | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4. <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>       | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5. <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>       | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6. <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>       | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7. <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text"/>       | <input type="text"/> | <input type="text"/> | <input type="text"/> |

continued on next page....

### 3. Household Information continued...

3b. For each person not born in Canada, please provide the information below:

| Name | Date Moved to Canada | Current Status in Canada | Sponsored Immigrants Only |                                    |
|------|----------------------|--------------------------|---------------------------|------------------------------------|
|      |                      |                          | Name of sponsor           | Date sponsorship agreement started |
|      |                      |                          |                           |                                    |
|      |                      |                          |                           |                                    |
|      |                      |                          |                           |                                    |
|      |                      |                          |                           |                                    |
|      |                      |                          |                           |                                    |
|      |                      |                          |                           |                                    |
|      |                      |                          |                           |                                    |
|      |                      |                          |                           |                                    |

3c. Do all of the people listed live with you full time right now?  Yes  No

If No, please provide the following information for all persons not living with you full time.

| Name | # days per week | Shared custody? | If not shared custody, why are they not living with you full time? |
|------|-----------------|-----------------|--|
|      |                 | Yes/No          |  |
|      |                 |                 |  |
|      |                 |                 |  |
|      |                 |                 |  |

3d. Do you expect the number of people living with you to change in the next 12 months?  Yes  No  
(e.g., pregnancy, family joining, family leaving, child in care)

If Yes, please explain and provide expected date of household size change.

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3e. Optional: Do you or anyone in your household identify as being an Aboriginal person of Canada?  Yes  No

If Yes, please select the options that best describes your Aboriginal identity.

- First Nations     
  Métis     
  Inuit     
  Other

**↳ Note: Question 3e is optional. Data is collected for planning and reporting purposes and does not impact eligibility for housing. However, housing providers with an Aboriginal focus may give priority to applicants who have identified as being an Aboriginal person of Canada.**

continued on next page...

## 4. Residency History

4a. Please provide information on where you have lived for the last five years.

| Rental Address (street, city) | From Date<br>(dd/mm/yyyy) | To Date<br>(dd/mm/yyyy) | Landlord Name | Landlord<br>Phone # | Reason<br>for Leaving |
|-------------------------------|---------------------------|-------------------------|---------------|---------------------|-----------------------|
|                               |                           |                         |               |                     |                       |
|                               |                           |                         |               |                     |                       |
|                               |                           |                         |               |                     |                       |

4b. Have any adults (age 19 or older) listed on this application lived with you for less than two years?  Yes  No

**If Yes**, Please list their name and landlord information for the **last five years**.

| Name and<br>Rental Address (street, city) | From Date<br>(dd/mm/yyyy) | To Date<br>(dd/mm/yyyy) | Landlord Name | Landlord<br>Phone # | Reason<br>for Leaving |
|---|---------------------------|-------------------------|---------------|---------------------|-----------------------|
|   |                           |                         |               |                     |                       |
|   |                           |                         |               |                     |                       |
|   |                           |                         |               |                     |                       |

4c. Have you or any members of your household ever lived in subsidized housing?  Yes  No

**If Yes**, provide the following information for all previous subsidized housing:

| Name on Tenancy | Name and Address of Development | Reason for Leaving? | Money Owing? Yes/No |
|-----------------|---------------------------------|---------------------|---------------------|
|                 |                                 |                     |                     |
|                 |                                 |                     |                     |
|                 |                                 |                     |                     |

If there is money owing due to a past tenancy, complete the following:

|  |  |
|--|--|
| How much is owing? \$ _____                                      | Is there a written repayment schedule in place? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>If Yes</b> , please attach a copy of the repayment agreement. |  |
| Reason for debt:   |  |

**↳ Note: Failure to declare past subsidized housing or debts owed to subsidized housing providers may result in cancellation of your application. Past tenants with a debt may be required to either repay the debt or enter into a repayment agreement.**

continued on next page....

## 5. Income and Asset Information

5a. Is anyone in the household receiving income assistance from the Ministry of Social Development and Social Innovation?

Yes  No

If Yes, please complete the table below for each person receiving assistance.

| Name | Monthly amount | Category  |
|------|----------------|---|
|      | \$             | <input type="checkbox"/> Person with Disabilities (PWD) <input type="checkbox"/> Employable<br><input type="checkbox"/> Person with Persistent Multiple Barriers (PPMB) |
|      | \$             | <input type="checkbox"/> Person with Disabilities (PWD) <input type="checkbox"/> Employable<br><input type="checkbox"/> Person with Persistent Multiple Barriers (PPMB) |
|      | \$             | <input type="checkbox"/> Person with Disabilities (PWD) <input type="checkbox"/> Employable<br><input type="checkbox"/> Person with Persistent Multiple Barriers (PPMB) |
|      | \$             | <input type="checkbox"/> Person with Disabilities (PWD) <input type="checkbox"/> Employable<br><input type="checkbox"/> Person with Persistent Multiple Barriers (PPMB) |

5b. For all other income sources, list gross monthly income (before deductions) for everyone age 19 and older.

| Name                                     | Income Source<br>(employment, EI, pension, etc.) | Gross Monthly Income (\$) |
|--|--|---------------------------|
|  |  |                           |
|  |  |                           |
|  |  |                           |
|  |  |                           |
| Total gross monthly income for household |  | \$                        |

5c. For any adult (age 19 or older) with no income, please tell us why there is no income.

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 If any adult child (age 19 to 24) is a full-time student, attach proof of student status to application.

5d. List the current value of all assets held by you and members of the household.

|                            |    |                            |    |
|----------------------------|----|----------------------------|----|
| Cash/Bank Balance          | \$ | RRSPs/Annuities            | \$ |
| Stocks/Bonds/Term Deposits | \$ | Residential Real Estate    | \$ |
| Other Assets (describe)    | \$ | Other Real Estate Holdings | \$ |

 Proof of income and assets must be sent in with application. See enclosed checklist for details.

continued on next page....

## 6. Current Accommodation

Answers to the questions below will help The Housing Registry to assess your current housing need.

6a. Do you:  Rent  Own  Share expenses  Other \_\_\_\_\_

6b. How much is your rent payment? \$ \_\_\_\_\_ Is this:  Monthly  Weekly  Nightly

Is heat included in the rent?  Yes  No

6c. How many bedrooms does your household have? \_\_\_\_\_

### 6d. Please describe your current living arrangements


- |  |  |  |
|--|--|--|
| <input type="checkbox"/> House/Townhouse                   | <input type="checkbox"/> Apartment/Basement suite                          | <input type="checkbox"/> Motel/Hotel       |
| <input type="checkbox"/> Second-stage housing              | <input type="checkbox"/> Manufactured home/Trailer (in park with services) | <input type="checkbox"/> Transition house  |
| <input type="checkbox"/> Housekeeping/Room and board       | <input type="checkbox"/> Living with family or friends                     | <input type="checkbox"/> Emergency shelter |
| <input type="checkbox"/> Care facility or treatment centre | <input type="checkbox"/> Other Describe: _____                             |  |

6e. Do you have a bathroom?  Private  Shared  None

6f. Do you have a kitchen?  Private  Shared  None

6g. Have you received a legal Notice to End Tenancy?  Yes  No

If Yes, what date do you have to move by? \_\_\_\_\_


 **Attach a copy of the Notice to End Tenancy to the application. This notice must be the Residential Tenancy Branch's Notice to End Tenancy form.**

6h. If you are NOT under notice to move, please tell us why you want to move.

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 **The Housing Registry may give special consideration to people who are homeless or fleeing domestic violence or abuse. If this applies to you, you may wish to have a Supplemental Application Form completed by a third-party verifier. To get the Supplemental Application, please contact The Housing Registry at the numbers below or download from [www.bchousing.org](http://www.bchousing.org).**

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## 7. Health and Mobility Information

To assist with matching you to housing that best suits your needs, please complete the following questions.

### 7a. Do you, or any members of your household, have restrictions with stairs?

No restrictions       Cannot manage stairs       Limited number of stairs. (How many? \_\_\_\_\_)

### 7b. Do you, or any members of your household, use a:

Wheelchair?  Yes  No      Scooter?  Yes  No

**If Yes**, who? \_\_\_\_\_

If a wheelchair is used, is it used inside your home?  Yes  No

**If Yes**, is it used in the kitchen?  Yes  No

**If Yes**, is it used in the bathroom?  Yes  No

### 7c. Can you and your household members access and function in all rooms in your current housing?

Yes  No

**If No**, please explain: \_\_\_\_\_

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### 7d. Other than mobility concerns, do you, or any members of your household, have a health condition or disability? Yes No

| Name of household member | Explain the health condition or disability |
|--------------------------|--|
|                          |  |
|                          |  |
|                          |  |

How does the health condition or disability described above affect your ability to function in your current housing?

Please explain: \_\_\_\_\_

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### 7e. Please describe any special requirements or features that you may need in your housing related to your mobility or health condition.

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## 7. Health and Mobility Information continued...

7f. Do you currently receive home support?  Yes  No

If Yes, please complete the information below.

Which agencies are providing home support?

| Support Type | Hours per week | Agency | Worker | Phone Number |
|--------------|----------------|--------|--------|--------------|
|              |                |        |        |              |
|              |                |        |        |              |



The Housing Registry may give special consideration to people with **disabilities or health conditions**. If this applies to you, you may wish to have a **Supplemental Application Form** completed by a third-party verifier. To get the Supplemental Application, please contact The Housing Registry at the numbers below or download from [www.bchousing.org](http://www.bchousing.org).

## 8. Housing Preferences/Choices

Answers to the questions below will help The Housing Registry match you to suitable units.

8a. Some units in some buildings have been specially modified for seniors and people with disabilities who need some assistance to live independently. Support services such as a daily meal and weekly housekeeping are available for a reasonable additional cost. Would you be interested in living in a unit that includes support services for an extra cost?  Yes  No

8b. Would you live in a ground floor unit?  Yes  No

8c. Would you live on any floor in a high rise?  Yes  No, up to floor \_\_\_\_\_

8d. Would you live in a co-op? (Must be willing to volunteer time to help run the building.)  Yes  No

If Yes, how many hours a month will you be able to contribute to co-op activities? \_\_\_\_\_

For more information on co-operative housing, go to [www.chf.bc.ca](http://www.chf.bc.ca)

8e. Do you or does anyone smoke in your home?  Yes  No

Are you willing to sign a non-smoking agreement?  Yes  No

8f. Would you consider housing without parking?  Yes  No

8g. Do you have any pets?  Yes  No

If Yes, how many pets in total? \_\_\_\_\_

If you have a dog, is it a **seeing eye dog**?  Yes  No

Provide the following information for all household pets (do not include seeing eye dogs).

| Type  | How Many | Willing to give up?          |                                      |                             |           |
|-------|----------|------------------------------|--------------------------------------|-----------------------------|-----------|
| Dog   |          | <input type="checkbox"/> Yes | <input type="checkbox"/> All but one | <input type="checkbox"/> No | Breeds:   |
| Cat   |          | <input type="checkbox"/> Yes | <input type="checkbox"/> All but one | <input type="checkbox"/> No |           |
| Other |          | <input type="checkbox"/> Yes | <input type="checkbox"/> All but one | <input type="checkbox"/> No | Describe: |

continued on next page....



## 8. Housing Preferences/Choices continued...

### 8h. Tell us where you would like to live.

When filling out this form you will need the Housing Listings. Section 1 of the listings gives information on the buildings that can be applied to using this form. If copies of the Housing Listings were not included with this form, or if you want listings for different areas, contact The Housing Registry or download from [www.bchousing.org](http://www.bchousing.org).

There are more people applying for housing than vacant units. Therefore, the time to find housing can be very long. To increase the chances of being offered a place to live, you may wish to select a number of buildings or areas.

**Please note:** If you refuse **two** offers of housing, your application will be **cancelled**. So, please be careful when telling us where you want to live and be sure that you are prepared to live in any of the buildings or areas you list.

**Option #1: Buildings** From the Housing Listings, please record the "Housing Registry Code" for each of the buildings you are interested in. (e.g.: 102, ABD)


|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

**Option #2: Cities or Towns** From the Housing Listings, please record the cities/towns you are willing to live in. (e.g. Burnaby, Kelowna).

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

**Option #3: Neighbourhoods** From the Housing Listings, please record the neighbourhoods you are willing to live in (e.g. Vancouver – West End, North Burnaby, Victoria – James Bay, North Saanich, Kelowna-East).

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

 **A maximum of two offers of housing will be made. If two offers are refused, your file will be cancelled. Please make sure you are willing to live anywhere listed above.**

continued on next page....

PLEASE READ AND  
SIGN THIS STATEMENT.

# Application Form Declaration

## I/We declare:

- this is my/our application; and
- all the information in it is correct and complete to the best of my/our knowledge.

## I/We authorize:

- The Housing Registry to make any inquiries that are necessary to verify the information given in this application;
- any person, corporation or social agency to release to The Housing Registry any information pertinent to the assessment of my/our application;
- members of The Housing Registry to receive and exchange with credit bureaus and my/our previous landlords credit and other tenancy information about me/us, to be used in the decision-making process to provide me/us with housing;
- Ministry of Social Development and Social Innovation to release information to The Housing Registry regarding my/our income.

## I/We understand:

- that, in accordance with section 33.2 (a) of the Freedom of Information and Protection of Privacy Act , the information on this application may be shared with other affordable housing providers in order to increase my/our opportunities for rent-geared-to-income housing;
- that this application is not an agreement on the part of The Housing Registry or its members to provide me/us with housing;
- that if I/we refuse two offers of housing, my/our application will be cancelled;
- that if I/we are being considered for an available unit, housing providers will gather additional information in order to assess my/our ability to uphold the obligations of a tenancy agreement and it is my/our responsibility to provide or cause to be provided information requested to assist with this assessment;
- that it is my/our responsibility to tell The Housing Registry of any changes to the information given in this application and to provide any supporting materials required;
- that false information given by me/us may result in my/our application being cancelled from consideration;
- that if I/we have deliberately worsened my/our current housing situation (e.g., terminated a tenancy for no reason) that my/our application may not be accepted or my/our current living situation may not be taken into consideration.

### Application must be signed by everyone age 19 or older.

| Print Name | Signature of Applicant(s) | Date |
|------------|---------------------------|------|
|            |                           |      |
|            |                           |      |
|            |                           |      |
|            |                           |      |

# Application Form Check List

## IMPORTANT!

Please review this checklist and make sure that, when this application is sent in, all documents are included.

Missing information will delay the processing of your application.

Submit your completed application with supporting documents to:

The Housing Registry  
101 - 4555 Kingsway  
Burnaby, B.C.  
V5H 4V8  
Fax: 604 439-4729

### Identification and proof of status in Canada for all household members.

- Copy of Canadian birth certificate(s) for all family members born in Canada; and
- For family members not born in Canada, copies of citizenship papers or immigration documents. Acceptable proof includes copies of:
  - Record of Landing (IMM1000); or
  - Sponsorship Undertaking: Confirmation of Permanent Residence (IMM5292); or
  - Permanent Resident Card (both sides).

### Proof of current address and rent.

- Copy of current rent receipt or recent rent increase notice; or
- Copy of lease or tenancy agreement showing current rent amount.

### Proof of income and assets.

- If receiving income assistance from the Ministry of Social Development and Social Innovation (SDSI): copy of cheque stub or confirmation of monthly assistance from your worker at SDSI.
- If employed: proof of **current** gross monthly income (last three consecutive cheque stubs or letter from employer).
- Copies of cheque stubs, bank statements showing direct deposit of pensions, or other confirmation of income for any other income source.
- Copies of bank statements or letter from financial institution stating total value of asset(s).
- Property tax assessments for value of property owned and proof of outstanding mortgage(s) if you own property.

### Proof of student status for adult children age 19 to 24 who are full-time students.

**Where money is owed** for previous rental housing, a copy of any repayment agreement you have with your past landlord.

**Copy of Notice to End Tenancy** (if you answered Yes to Question 6g). This must be the official form from the Residential Tenancy Branch (RTB). To get a copy of this form call the RTB at 604 660-3456 or download it from [www.rto.gov.bc.ca](http://www.rto.gov.bc.ca).

**Optional: Supplemental Application Form** only needs to be completed if you wish to receive extra consideration for:

- homelessness;
- health condition affected by current housing; or
- fleeing abuse or violence.

The Supplemental Application Form is available online at [www.bchousing.org](http://www.bchousing.org), or call The Housing Registry to have a copy sent by mail.

### IMPORTANT: PLEASE SEND ONLY THE DOCUMENTS REQUESTED.

Do not send original documents. Submitted documents will not be returned.