



APPLICATION FOR TENANCY AT WARD STREET PLACE

WARD STREET PLACE PROPERTY INFORMATION

Affordable living for single adults in Nelson's downtown. Made up of 39 single residential occupancy (SRO) units, three one-bedroom apartments, and three studio apartments. Ward Street is self-funded through its rental income, and Nelson CARES Society receives no government subsidy to assist with costs of operation.

WHO IS ELIGIBLE?

- Singles - 19 years or older
- Seniors - 55 or older
- Persons living with disabilities who can live independently.
- Applicant must be either a Canadian Citizen, Permanent Resident, Sponsored Refugee or Refugee Status Applicant. Proof of residency is required.

People who are applying for a subsidized unit must meet the housing income limit set by BC Housing. As the demand for affordable housing is high, Nelson CARES Society Affordable Housing assesses each applicant's need for housing based on criteria which includes the applicant's income, current living situation and personal and family requirements as compared to other applicants. This ensures that priority is given to households in the greatest need.

If you are applying for a non-subsidized unit, the application process is the same.

PURPOSE OF THIS FORM

This application form is designed to collect specific information from applicants seeking affordable housing at Ward Street Place in accordance with Part 4 of the Personal Information Protection Act (PIPA). Nelson CARES Society Affordable Housing will use this information to determine your eligibility for housing that best suit your needs.

IMPORTANT INFORMATION

In British Columbia affordable housing vacancies are limited. To increase your chances of obtaining housing, it is recommended that you apply for several developments and other geographic regions within the province. Visit [BC Housing](#) for more information.

Please update this application if any of your information changes by submitting a new application form. Nelson CARES Society at does not make changes to submitted forms. If we do not hear from you annually, your application will be stale dated after twelve months and removed from our active files. To protect private information, we shred all inactive applications.

To increase our ability to reach you, please provide a daytime phone number, phone number of a contact person, or email address. We only contact applicants being considered for a vacant unit. You will receive a confirmation within 30 days of submitting email and paper applications. If you do not receive an email or letter of confirmation, please contact the office at housing@nelsoncares.ca. Applications made online will confirm immediately upon completion.

PLEASE KEEP PAGE 1 FOR YOUR REFERENCE.

DO NOT INCLUDE THIS PAGE WHEN YOU SUBMIT YOUR APPLICATION.

A. Applicant: Person seeking accommodation

Last Name	First Name	Home Phone
Former Name(s)		Work Phone
Mailing Address		Message Phone
Email Address		Application Date
Gender (select all that apply) <input type="checkbox"/> Woman <input type="checkbox"/> Man <input type="checkbox"/> Non-binary <input type="checkbox"/> Prefer to self-describe: _____ <input type="checkbox"/> Prefer not to say		

B. Household Composition: List yourself on line 1 and then all other persons in your household who will be living with you.

Full Name (last name, first name, initial)	Birth Date D/M/Y	Age	Gender	Relationship to Applicant	Do you have any Mobility Requirements? If yes , please indicate below.
1.				Applicant	<input type="checkbox"/> Walker <input type="checkbox"/> Wheelchair <input type="checkbox"/> Scooter <input type="checkbox"/> Other
2					<input type="checkbox"/> Walker <input type="checkbox"/> Wheelchair <input type="checkbox"/> Scooter <input type="checkbox"/> Other
3					<input type="checkbox"/> Walker <input type="checkbox"/> Wheelchair <input type="checkbox"/> Scooter <input type="checkbox"/> Other
4					<input type="checkbox"/> Walker <input type="checkbox"/> Wheelchair <input type="checkbox"/> Scooter <input type="checkbox"/> Other
5					<input type="checkbox"/> Walker <input type="checkbox"/> Wheelchair <input type="checkbox"/> Scooter <input type="checkbox"/> Other

Do you expect the number of people in your family to change in the next 12 months? (pregnancy, family joining, family leaving). If yes, please explain:

C. Residency History: List all addresses for the past 5 years. Use a separate sheet if required. Be sure to include the name and phone number of each landlord.

Address	From Date	To Date	Name of Landlord	Landlord Contact
Current Address (same as above)		Present		

Have you previously lived in subsidized accommodation or been a tenant of Nelson CARES Society?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please list the property name and location: _____

What were the dates of your tenancy? Date from: _____ Date to: _____

D. Income Information: List gross monthly income [before deductions] for all members of your household, age 19 and older, from all sources. *Note: Effective April 1, 2018, Child support payments are not included as income

Name	Source (i.e. employment, EI, pension, BC Benefits, etc.)	Gross Monthly Income (\$)
1		\$
2		\$
3		\$
4		\$
Note: proof of income is required prior to start of tenancy	Total Gross Monthly Income for Household	\$

E. Assets: list the current value of all assets held by you and members of your household.

Cash/Bank Balance	\$	Other Assets*	\$	Value of Real Estate Owned	\$
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*Other assets: Include RRSPs, Annuities, GICs and other investments held by members of your household.

Note: verification is required prior to start of tenancy. See Addendum A, Page 6.

F. Current Accommodation: Describe your current accommodation as completely as possible.

Your current monthly rent is	\$	Does your rent include heat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, how much do you pay for utilities?		\$		
Describe your current accommodation.				
1. <input type="checkbox"/> Currently Homeless	2. <input type="checkbox"/> In Emergency Shelter	3. <input type="checkbox"/> At Risk of Violence	4. <input type="checkbox"/> At Risk of Homelessness	
5. <input type="checkbox"/> Hotel / Motel	6. <input type="checkbox"/> Room and Board	7. <input type="checkbox"/> Basement Suite	8. <input type="checkbox"/> Trailer	
9. <input type="checkbox"/> Living with Family or Friends	10. <input type="checkbox"/> House / Duplex / Town home	11. <input type="checkbox"/> Housekeeping Room	12. <input type="checkbox"/> Currently paying more than 50% of income	
13. <input type="checkbox"/> Other				

How many bedrooms do you have now? 1 2 3 4 More than 4

Do you:	<input type="checkbox"/> Rent	<input type="checkbox"/> Own
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Does your current accommodation have?

Bathroom:	<input type="checkbox"/> Private	<input type="checkbox"/> Shared	<input type="checkbox"/> None
Kitchen:	<input type="checkbox"/> Private	<input type="checkbox"/> Shared	<input type="checkbox"/> None

G. Pet Policy

Nelson CARES Society has a no pet policy except for BC certified guide and service dogs (as per the BC Guide Dog and Service Dog Act). Cats are permitted at Ward Street Place with written permission of the property manager. A pet deposit will apply.

H. References: Please give at least 2 references that are not family members or personal friends, (employer, previous landlords, social worker, etc.) and contact information, email, phone number(s), address.

Name	Relationship	Contact Information

I. Reason for Move: Are you under notice to end your present tenancy? Yes No

If yes, please attach a copy of the Notice to End Tenancy served by your landlord.

If you are not under notice, please describe your reasons for wanting to move.
(If you require additional space, attach a separate sheet of paper.)

J. APPLICATION CHECKLIST

- Completed your application in full;
- Included at least two references;
- Enclosed a copy of the 'Notice to End a Residential Tenancy', if applicable; and
- Signed and dated the Application in the shaded space below.

DECLARATION: By submitting this application to Nelson CARES Society you are making your declaration and authorization for the following:

I/We declare:

- This is my application: and
- All the information in it is correct and complete to the best of my knowledge and belief.

I/We authorize:

- Pursuant to the Personal Information Protection Act (PIPA), Nelson CARES Society Affordable Housing to make any inquiries that are necessary to verify the information given in this application: and
- Pursuant to the PIPA, any person, corporation or social agency to release to Nelson CARES Society Affordable Housing any information pertinent to the assessment of my/our application; and
- Nelson CARES Society Affordable Housing to receive and exchange with credit bureaus and previous landlords any credit of other information to be used in the decision to provide rental accommodation.

I/We understand that:

- In accordance with Part 6, section 17 of PIPA, the information on this application may be shared with other affordable housing providers in order to increase opportunities for rent-geared-to-income housing; and
- This application does not constitute any agreement on the part of Nelson CARES Society Affordable Housing to provide rental accommodation; and
- It is my/our responsibility to advise Nelson CARES Society Affordable Housing of any changes to the information given in this application and to provide relevant supporting materials required or requested.

ADDENDUM A

BC HOUSING RENT CALCULATION GUIDE - APPENDIX APP. F

F. ASSET TYPES

Please refer to the list of asset types below to determine if they should be included or excluded for rent calculation purposes. For asset types not identified below, please contact our Rent Calculation Help Desk.

INCLUDE AS ASSETS³:

- Cash in bank or on hand
- Tax-Free Savings Accounts
- Equity in real estate (net of debt), stocks/bonds
- Term deposits
- Mutual funds
- Business equity (equity value in private incorporated company of cash, GICs, bonds, stocks or real estate held by a company)

EXCLUDE AS ASSETS:

- Vehicles
- Personal effects, e.g., jewelry, furniture
- Registered Education Savings Plans, Registered Retirement Savings Plans, Registered Disability Savings Plans; if converted to a Registered Retirement Income Fund, the monthly income generated will be included as pension income
- Trade and business tools essential to continue current employment e.g., farm equipment
- Bursaries or scholarships from educational institutions for any household member who is currently a student
- Trust funds from settlements (Insurance Corporation of BC, insurance for injuries); monthly income generated by trust funds will be included as income
- Trust fund with set monthly income (include as income)
- Asset Development Accounts (savings programs designed to help individuals achieve savings for future self-sufficiency); exclude these assets while the resident is participating in the asset development account program
- Assets derived from compensatory packages from government (e.g., Indian Residential School Settlements and Japanese Canadian Redress)

³ If any asset produces a Real Monthly Income, use the higher of the Real Monthly Income or the Imputed Income from the asset. See Income from Assets for details.

PLEASE SEND APPLICATIONS TO:

HOUSING@NELSONCARES.CA

WE CAN BE REACHED AT:

PHONE: 250-551-4098

OR AT THE EMAIL ABOVE