



Affordable Housing

housing@nelsoncares.ca

Ph: 250-352-6011 ex:10

Fax: 250-352-9855

APPLICATION FOR TENANCY

Who is Eligible

Affordable housing is available for families, singles, seniors, and persons living with disabilities who can live independently and qualify for a disability pension or who cannot work because of a disability.

Generally, people are eligible for housing if their household income falls below an amount set annually by BC Housing and their current rent exceeds 30 per cent of their income. As the demand for affordable housing is high, Nelson 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.

Purpose of this Form

This application form is designed to collect specific information from applicants seeking affordable housing in accordance with section 26 (c) of the Freedom of Information and Protection of Privacy Act (the FOI Act). Nelson Affordable Housing (referred to in this form as The Society) will use this information to determine your eligibility for housing and the types of accommodation 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. 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 **emailing Nelson CARES Society at:** housing@nelsoncares.ca or by fax: 250-352-9855

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 letter of confirmation within 30 days of submitting your application. If you do not receive a letter of confirmation, please contact the office at housing@nelsoncares.ca

Please keep this page for your reference. Do not include this page in fax transmissions nor submit it with your application.

(PLEASE PRINT OR TYPE CLEARLY)

For assistance in completing this form, please contact 352-6011 ex:10

A. Applicant: Person seeking accommodation

Last name	First name	Mr. Mrs.	Miss Ms.	Home Phone
Former name(s):				Work Phone
Mailing Address:				Message Phone
Email Address:				

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/mo/yr	Age	Gender	Relationship to Applicant	Type of Disability (if any)	Wheelchair Requirements
1				Applicant		<input type="checkbox"/> Yes
2						<input type="checkbox"/> Yes
3						<input type="checkbox"/> Yes
4						<input type="checkbox"/> Yes
5						<input type="checkbox"/> Yes
6						<input type="checkbox"/> Yes

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 Phone No.
Current Address (same as above)		Present		

Have you previously lived in subsidized accommodation or been a tenant of Nelson CARES or its predecessor, Nelson & District Housing Society? Yes No

If yes, please list the property name and location: _____

What were the dates of your tenancy? From _____ To _____

D. Income Information: List gross monthly income [before deductions] for all members of your household, age 19 and older, from all sources. *Note: Child tax credit is not considered income for these purposes but child support payments are.

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	\$	Stocks/Bonds/ Term Deposits	\$	Value of Real Estate Owned	\$

Note: verification is required prior to start of tenancy.

Other assets: Include RRSPs, Annuities, GICs and other investments held by members of your household.

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

Your current monthly rent is \$_____ Does your rent include heat? Yes No
If no, how much do you pay for utilities: \$_____

Describe your current accommodation:

1. Apartment 2. House/Duplex/Townhouse 3. Housekeeping Room 4. Basement Suite
5. Room & Board 6. Trailer 7. Living with Family/Friends
8. Hotel/Motel 9. Other (please explain) _____

How many bedrooms do you have now? _____

Do you:

1. Rent 2. Own 3. Share Expenses 4. Have Free Accommodation 5. Live in a Co-op

Does your present accommodation have a:

Bathroom: Private Shared None
Kitchen: Private Shared None
Outdoor play area: Yes No

Are you working with a service provider? Yes No Please indicate which agency and their name:

1. Community Services 2. Victim Services 3. T-house 4. Other S.P. Name: _____

Do we have permission to discuss your application with them? Yes No

Do you have any household pets? No Yes Number of pets? _____ Type of pet: (Please indicate) _____

NOTE: Nelson CARES Society Affordable Housing units do not allow pets, Cedar Groves Estates, Copper Mountain Court and Lakeside Place have a strict no pet policy. Ward Street Place has some units that do allow cats, small caged birds, small caged rodents and small aquariums. All pets must be declared, approved, and recorded on tenancy.

Are you willing to give up a pet? Yes No

NOTE: Nelson Affordable Housing units do not allow cats or dogs. Exceptions to the pet policy are small aquariums.

All pets must be declared, approved, and recorded on tenancy.

G. 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

H. Reason for Move:

<p>Are you under notice to end your present tenancy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please attach a copy of the Notice to End Tenancy served by your landlord.</p>
<p>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.</p>

I. Application Checklist:

Before submitting your Application, please ensure that you have:

- 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: Please read and sign this statement:

<p>I/We declare:</p>	
<ul style="list-style-type: none"> • This is my application; and • All the information in it is correct and complete to the best of my knowledge and belief. 	
<p>I/We authorize:</p>	
<ul style="list-style-type: none"> • Pursuant to the Freedom of Information and Protection of Privacy Act (the FOI Act), Nelson Affordable Housing to make any inquiries that are necessary to verify the information given in this application; and • Pursuant to the FOI Act, any person, corporation or social agency to release to Nelson Affordable Housing any information pertinent to the assessment of my/our application; and • Nelson Affordable Housing to receive and exchange with credit bureaus and previous landlords any credit or other information to be used in the decision to provide rental accommodation. 	
<p>I/We understand that:</p>	
<ul style="list-style-type: none"> • In accordance with section 33 (c) of the FOI Act, 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 Affordable Housing to provide rental accommodation; and • It is my/our responsibility to advise Nelson Affordable Housing of any changes to the information given in this application and to provide relevant supporting materials required or requested. 	
<p>Signature of Applicant</p>	<p>Date Signed</p>
<p>PLEASE NOTE: it is a felony to knowingly provide false, inaccurate, or incomplete information.</p>	
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