

MISREPRESENTATION OF THE INFORMATION REQUESTED HEREIN, IN WRITING OR BY OMISSION, MAY RESULT IN RECOVERY OF RENT SUBSIDY FUNDS IN ADDITION TO ANY OTHER REMEDIES AVAILABLE IN LAW OR EQUITY.

<b>PART I: TENANT (OR CO-OP SHAREHOLDER)</b> Show Surname , Given name, Initial			BUSINESS PHONE NO.
ADDRESS SUITE # (the "premises")	STREET	CITY	HOME PHONE NO.
POSTAL CODE	BUILDING NAME	BUILDING NO.	
LANDLORD: SOCIETY/ CO-OP NAME (IF APPLICABLE)		UNIT SIZE	<input type="checkbox"/> MODIFIED FOR WHEELCHAIR

**PART II DETERMINATION AND DECLARATION OF INCOME**  
LIST BELOW THE NAMES AND GROSS MONTHLY INCOME OF ALL PERSONS RESIDING AT THE ABOVE ADDRESS.

FULL NAME(S) <small>Last / First / Initial</small>	BIRTH DATE <small>Day / Month / Year</small>	RELATIONSHIP TO TENANT	SOURCE(S) OF INCOME	CURRENT GROSS MONTHLY INCOME	HOUSING PROVIDER / BCH COMMENTS/CALCULATION
		TENANT		\$	

**PART III AGREEMENT**

I/We declare that the information given in this Application is true, correct and complete in all respects.

I/We agree that BC Housing may audit the information provided in or with this Application (and any previous Application) at any time.

I/We acknowledge and agree that the agreement on the reverse of this Application forms part of and is material to the landlord's and BC Housing's acceptance of this Application.

I/We permit BC Housing to contact anyone to obtain a report from any agency in order to confirm information provided.

I/We request and authorize: Canada Revenue Agency; Human Resource Development Canada; Veteran's Affairs Canada, BC Ministry responsible for B.C. Employment and Assistance or the Employment and Assistance for Persons with Disabilities Acts ("income assistance") to give BC Housing a copy of any of my/our relevant documents, including: my last filed income tax return, and my/our applications for Guaranteed Income Supplement, Spouse Allowance, Widowed (Extended) Spouse's Allowance, and income assistance.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

TOTAL GROSS MONTHLY INCOME	\$
<b>LESS EMPLOYMENT ALLOWANCE</b> <small>(SEE REVERSE FOR DETAILS)</small>	
<b>NET INCOME A</b>	\$
<b>CURRENT VALUE OF ASSETS</b>	
STOCKS / BONDS / TERM DEPOSITS	\$
CASH / BANK BALANCE	
REAL ESTATE HOLDINGS	
OTHER (SPECIFY)	
TOTAL VALUE OF ASSETS \$	
<b>LESS EXEMPTION</b>	\$10,000
NET VALUE OF ASSETS \$	
MONTHLY INCOME FROM ASSETS <small>(_____% OF NET ASSETS DIVIDED BY 12)</small>	<b>B</b> \$
<b>TOTAL MONTHLY INCOME (A + B = C)</b>	<b>C</b> \$

**TO BE COMPLETED BY BC HOUSING / SOCIETY / CO-OP ONLY**  
**PART IV CALCULATION OF TENANT RENT CONTRIBUTION AND SUBSIDY**

ECONOMIC RENT <b>1</b>	\$
30% OF <b>C</b> OR MINIMUM RENT <b>2</b>	\$
+ /- OTHER CHARGES/(REBATES) <b>3</b>	\$
TENANT RENT CONTRIBUTION (TRC) <b>(2 +/- 3 = 4)</b>	<b>4</b> \$
MARKET RENT MAXIMUM APPLIES? <b>(IF YES, ENTER THE MARKET RENT) 5</b>	\$
<b>Tenant Pays Lesser of TRC or Market Rent (if applicable)</b>	
<b>RENT SUBSIDY (1-(4 OR 5) = 6)</b> <small>(Economic rent minus lesser of TRC or Market Rent)</small>	<b>6</b> \$ <small>(negative in brackets)</small>

**PART V PURPOSE OF FORM**

Check one:  
 New Tenant       Annual Review  
 Other (specify): \_\_\_\_\_

OCCUPANCY DATE (DAY/ MONTH / YEAR)

EFFECTIVE FROM (DAY/ MONTH / YEAR)

Client Type (check one):  
 Family                       Single (45-54)  
 Single (18 – 44)           Senior (55+)  
 Person with Disability

INCOME REVIEWED BY: (SOCIETY / CO-OP REP.)

APPROVED BY (BC HOUSING) \_\_\_\_\_ DATE \_\_\_\_\_

## APPLICATION FOR RENT SUBSIDY

### AGREEMENT:

1. "BC Housing" means the British Columbia Housing Management Commission.
2. "landlord" means the society or cooperative with whom the applicant has entered some form of agreement to occupy the premises.
3. By itself this Application/agreement does not constitute a tenancy agreement or other right to occupy, but it may be attached to and/or be part of a tenancy agreement or other right to occupy.
4. The applicant:
  - Agrees to promptly provide or cause to be provided such information and documentation as is requested by the landlord/BC Housing to determine the applicable Tenant Rent Contribution, or for audit purposes.
  - Consents to the landlord or BC Housing verifying personal information, as defined in the *Freedom of Information and Protection of Privacy Act*, which consent is required by that Act to enable the landlord/BC Housing to carry out its audit function.
  - Agrees that if they fail to disclose or misrepresent any information requested by the landlord/BC Housing to allow the landlord/BC Housing to determine the applicable Tenant Rent Contribution or for audit purposes, such failure or misrepresentation will allow the landlord to end the applicants right to occupy the premises and will allow the landlord/BC Housing to recover from the applicant in contract or otherwise all moneys paid to the applicant by the landlord/BC Housing as a result of the misrepresentation or failure to disclose information as requested. This remedy is not exclusive and may be exercised by the landlord/BC Housing in addition to any other remedies available to the landlord/BC Housing in law or equity.
  - Any money owing by the applicant to the landlord/BC Housing pursuant to this Application, a court order or Arbitrator's Order or otherwise will bear interests at the prime rate of the Royal Bank of Canada from and including the time such money becomes payable, calculated and payable daily until repayment before judgement, and after judgement at such rates as may be prescribed by law if that rate is not permitted.
5. Where the subsidy is paid directly to the landlord the applicant further acknowledges and agrees as applicable:
  - The subsidy paid by BC Housing to the landlord is based on the information contained in this Application and is for the use and benefit of the applicant.
  - If this Application contains incorrect information it may cause the landlord to owe a debt to BC Housing. The applicant indemnifies BC Housing for the amount of the landlord's debt arising as a result of incorrect information in this Application. For greater clarity, the applicant is responsible to pay to BC Housing an amount equal to the subsidy paid to the landlord plus interest. Each applicant is jointly and severally liable for such debt.
  - The landlord can delegate the right to pursue in contract or otherwise the applicant for the debt.
6. Where the subsidy is paid directly to the applicant the applicant further acknowledges and agrees that:
  - If BC Housing pays subsidy based on incorrect information contained in the Application, the applicant(s) will owe a debt to BC Housing equal to the amount of subsidy paid plus interest. Each applicant is jointly and severally liable for such debt.

NOTE: Where rent subsidy paid directly by BC Housing to the applicant, the building owner/manager may not be involved in this Application.

### INSTRUCTIONS:

**PART I:** Enter name of tenant/coop shareholder. Enter the address of the housing unit you occupy, or if a new applicant the unit you will occupy. Complete phone numbers (including area code), building name if it has one, landlord (society/coop) name. Circle unit size and check box if unit modified for wheelchair use. Landlord/BC Housing will add Building No.

**PART II:** Starting with the tenant(s) list the names and birthdate of all occupants in the unit, whether they are tenants or not, or whether they have an income. For all occupants with an income, list the sources of income and gross monthly amount. Gross monthly amount is present monthly income before taxes and other deductions (if seasonally employed, or fluctuating income, use average annualized income).

**INCOME INCLUDES, WITHOUT LIMITATION:** all income from employment earnings, including commissions and tips; all income from public and private pension plans, Old Age Security and Guaranteed Income Supplement; all income received under the B.C. Employment and Assistance or the Employment and Assistance for Persons with Disabilities Acts ("income assistance"); Disabled Veteran's Allowance; alimony; child support; wage loss through WorkSafeBC; employment insurance; and an imputed income from assets.

**EXEMPT FROM INCLUSION IN INCOME** are: Child Tax Benefit; capital gains, such as insurance settlements, inheritances, disability awards and sale of effects in the year they are received (Note: in subsequent years these are considered as assets); the earnings of a person aged 18 and under; student loans, student loan equalization payments and student grants (Note: non-repayable training allowances, research fellowships or similar grants are not excluded); income of full-time students aged 19 or over from temporary jobs between school years or semesters to a maximum of 4 months per calendar year, (Note: regular ongoing income is not exempt); living out or travelling allowances; Shelter Aid for Elderly Renters ("SAFER") or Rental Assistance Program payments received prior to moving into the Development (Note: Tenants where the (HOMES) BC Rent Scale applies are not eligible for SAFER or the Rental Assistance Program; Goods and Services Tax (GST) rebates; Taxable benefits; government provided daycare allowance; and payments for foster children, or Child in Home of Relative (CIHR) income under income assistance, plus employment allowance (see below).

**EMPLOYMENT ALLOWANCE:** exempt from inclusion in income up to \$200 per month for each person residing in a Unit receiving income from employment (earnings of less than \$200 can be deducted up to the amount earned).

**ASSETS** include: accounts in banks, trust companies, etc.; stocks and bonds; equity in real estate; equity in a business; and cash and other items of a potential income earning nature. Income from assets is determined by exempting the first \$10,000 from total assets and computing the balance at a percentage per annum as may be set from time to time by BC Housing. Because income from assets is determined by an imputed amount, actual income from assets should not be declared.

**PROOF OF INCOME:** It is the responsibility of landlord (society/coop) to keep proof of your income on file (Note: for BC Housing delivered rent supplements, BC Housing keeps proof of income). Acceptable proof of income includes, without limitation: letters from employer with at least 3 consecutive pay stubs; letter from Employment Assistance Worker or other proof of payment from the Ministry responsible for income assistance; written verification from WorkSafeBC, or other boards/commissions etc.; copies of pension cheques; statement from origin of alimony, child support; for directly deposited amounts copies of recent bank statements/books; proof of registration at a recognized institute of learning; income tax return if seasonally employed or fluctuating income.

**MINIMUM/INCOME ASSISTANCE:** a minimum Tenant Rent Contribution is applied based on applicable household size and age of the Tenant; and the Tenant Rent Contribution of a Tenant in receipt of Income Assistance will be fixed at an amount determined from time to time by BC Housing.

**PART III: AGREEMENT:** This form must be signed by all tenants/coop members living in the unit for which the Application is being made.

IT IS THE RESPONSIBILITY OF THE SIGNEES TO ENSURE ALL INFORMATION IN THE APPLICATION IS CORRECT, even if the Application is completed with the assistance of others. (NOTE: if tenant is incapable of signing, landlord may complete declaration by signing-print name/title).

### **PART IV & PART V TO BE COMPLETED BY BC HOUSING OR SOCIETY/COOP**

**PART IV: CALCULATION OF TENANT RENT ("TRC") AND SUBSIDY.** Enter Economic (Full Recovery Rent) for the unit in box 1. Multiply the amount in box C above by 30% to get amount for box 2. Other Charges/Rebates may be a deduction because heat is not included in the rent, or a charge for a service provided by the landlord. Enter this amount in box 3 (write rebates in brackets). The amount in box 3 is added/deducted from box 2 to get the Tenant Rent Contribution (Box 4).

Under some subsidy programs there is a maximum market rent (occupancy charge) amount. If a maximum market amount applies and is lower than the TRC in Box 4, enter the maximum market amount in Box 5 – otherwise leave Box 5 blank. The applicant will pay the lower of the TRC in Box 4 or the maximum market amount. To determine amount of rent subsidy subtract lesser of either Box 4 or Box 5 from Economic Rent in Box 1 and enter result in Box 6. If amount in Box 6 is negative, write amount in brackets.

**PART V: PURPOSE OF FORM:** Check appropriate boxes, enter occupancy date, enter effective date for new tenant rent contribution and subsidy and sign that proof of income material has been supplied by tenant and reviewed. Copy of proof of income must be kept in society/coop file.