

Application for Housing Checklist

Please refer to the following checklist to make sure that all relevant documentation is complete and included in your application.

Application

<input type="checkbox"/> Application for Housing	<p>Make sure to complete all relevant sections of the application form.</p>
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Income

<input type="checkbox"/> Declaration of Income	<p>Complete the Declaration of Income form, including annual income for each member of the household aged 19 years or older.</p>
<input type="checkbox"/> Proof of Income	<p>Include copies of documentation for us to verify your income. Each member of the household over the age of 19 years must provide:</p> <ul style="list-style-type: none"> • Last two years' Notice of Assessment from the Canada Revenue Agency • Last two months' pay stubs • Any other information confirming your income

Family Numbers – if applicable

<input type="checkbox"/> Change in Household Numbers	<p>If you expect members of your family to increase within the next twelve months, provide confirmation of their arrival. This may be a plane ticket or copy of a travel itinerary.</p> <p>If pregnant, please provide a note confirming pregnancy from a doctor or an agency advocate stating the due date for each member of the household who is pregnant.</p>
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Pets – if applicable

<input type="checkbox"/> Pet Application	<p>If you wish to have a pet on the premises, please complete our Pet Application form.</p>
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Accessibility – if applicable

<input type="checkbox"/> Accessible Housing Needs	<p>If you have physical accessibility needs, complete our Accessible Housing Needs form.</p>
<input type="checkbox"/> Eligible for CLBC Funding	<p>We prioritize four units for individuals with developmental disabilities, as determined by CLBC eligibility. If you are eligible for CLBC funding please request a letter from CLBC confirming your eligibility, and include it with your application.</p>

Please note that you must inform Inclusion Homes of any changes to your application (family size, pets, etc.) as they happen. To do so, submit an Update to Application form, available on our website at www.inclusionhomes.ca/forms.

Please confirm next steps for your application on our website, at www.inclusionhomes.ca/apply.