

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	Make sure to complete all relevant sections of the application form.
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Income

<input type="checkbox"/> Declaration of Income	Complete the Declaration of Income form, including annual income for each member of the household aged 19 years or older.
<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	If you wish to have a pet on the premises, please complete our Pet Application form.
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Accessibility – If applicable

<input type="checkbox"/> Accessible Housing Needs	If you have physical accessibility needs, complete our Accessible Housing Needs form.
<input type="checkbox"/> Eligible for CLBC Funding	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.

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.



Application for Housing

Inclusion Homes offers rental housing for moderate-income households in the City of Powell River. We are located at 4872 Ontario Ave. We have One bedroom, Two bedroom and Three bedroom units. Rental agreements exclude utilities. We have four units which are completely wheelchair accessible. We also prioritize four units for people with development disabilities (as determined by eligibility for CLBC funding).

Please email your completed application and supporting documentation to inclusionhomes@inclusionpr.ca. They can also be mailed to or dropped off at inclusion Powell River's main office at #201 – 4675 Marine Ave., Powell River, BC, V8A 2L2.

Name:		Phone:		Email:	
Address:		City:		Postal Code:	
Current Housing Information					
Current address:					
How long have you lived there?					
Do you have help paying your rent? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, from who?					
Landlord's Name:			Landlord's phone number:		
I currently live in a: <input type="checkbox"/> Rental unit <input type="checkbox"/> Living with family and friends <input type="checkbox"/> Shelter <input type="checkbox"/> Group home					
<input type="checkbox"/> Other:					
Family – Please list the names and information of all the people who will be living in the unit. Include yourself on the list. If you plan to live with a roommate, please write "Roommate" in "Relationship to Applicant." You only need to submit one application for the both of you.					
Last Name	First Name	Birthdate (yy/mm/dd)	Gender	Relationship to Applicant	



Last Name	First Name	Birthdate (yy/mm/dd)	Gender	Relationship to applicant

Do you expect the number of people in your family to change in the next 12 months? Yes No
 If yes, please explain:

Income

Eligibility for tenancy is based on income of all household members over 19 years of age. **Please submit a Declaration of Income with this application**, including copies of all supporting documentation.

Vehicles

Do you have any vehicles? Yes No

Do you have a current SPARC parking permit? Yes No

Year:	Make:	Model:	Licesnse Plate:
Year:	Make:	Model:	Licesnse Plate:

Housing History – Please list all previous housing information for the past two years. If you have not previously rented please provide two references.

Previous address:		
I lived there from:	Until:	Reason for leaving:
Landlord's Name:		Landlord's phone number:
Previous address:		
I lived there from:	Until:	Reason for leaving:
Landlord's Name:		Landlord's phone number:
Previous address:		
I lived there from:	Until:	Reason for leaving:



Landlord's Name:	Landlord's phone number:	
Pets – Pets are allowed on the ground and second floor of the building only; therefore, having a pet may make your wait for housing longer. If you have a pet please be sure to complete and include the additional Pet Application.		
Do you own a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No		
My dog is a service dog: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide documentation		
Type of pet:	How many:	
Type of pet:	How many:	
I am willing to find a new home for my pet <input type="checkbox"/> Yes <input type="checkbox"/> No		
Accessibility		
Do you have physical accessibility needs? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please fill out the Accessibility Needs Form.</i>		
Are you eligible for Community Living BC (CLBC) funding? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please include a letter from CLBC confirming your eligibility.</i>		
Emergency and other contacts – These may include relatives, next of kin, friends who are not living with you		
Name:	Phone:	Relationship:
Address:		
Name:	Phone:	Relationship:
Address:		
Support worker, interpreter, advocate, or another person we can talk to who is helping you in your housing search – If applicable		
Name:	Organization:	
Phone:	Email:	

Declaration

Please read and sign this statement if you consent to the following:

- I hereby authorize agencies or individuals listed above to provide information they have to Inclusion Homes relative to the assessment of the application for tenancy. Pursuant to the Freedom of Information and Protection of Privacy Act, Inclusion



Homes can make any inquiries that are necessary to verify information given in this application for affordable housing.

- I certify that the information on this form is true, correct and complete in every respect to the best of my/our knowledge and can be verified by Inclusion Homes including obtaining personal reports on me from one or more agencies or individuals. I give permission for Inclusion Homes to run a credit check at their discretion in order to determine my suitability for tenancy.
- I understand this application does not constitute an agreement on the part of Inclusion Homes to provide me with rental accommodation.
- It is my responsibility to advise Inclusion Homes of any changes to the information given in this application and to provide relevant supporting materials required or requested, as well as submitting an application update form on a yearly basis. I understand that failure to do so may compromise my eligibility.

Name:

Date:

Signature:

Name:

Date:

Signature:

Before sending in your application, review the checklist to make sure you are submitting all required information. We will not be able to process your application without all of the required information completed.



Declaration of Income

Please read agreement and instructions on following page.

Information is collected under Section 26(c) of the *Freedom of Information and Protection of Privacy Act*, to determine eligibility for affordable rental housing. If you have any questions about the collection and use of this information, please contact inclusion Powell River's Privacy Officer at lfipton@inclusionpr.ca, or 604-485-6411 ext. 227.

Name:

File Number (if updating application):

Date:

List below all tenants and occupants on your application or in your unit. Proof of total monthly income for each person aged 19 years and older must be attached with this document.

Full Name(s)	Birth Date (mm-dd-yyyy)	Relationship To Tenant	Source(s) of Income	Current Gross Monthly Income
		TENANT		

Agreement

This Declaration of Income must be signed by the tenant(s) and all occupants aged 19 years or over living at the rental unit.

I/We declare that the information provided in and attached to this Declaration of Income is true, correct and complete in all respects and understand that it is my/our responsibility to ensure that information provided is correct, even if completed with the assistance of others.

I/We acknowledge and agree that this agreement, including the additional terms outlined on page 2, forms part of and is material to Inclusion Homes' acceptance of this Declaration of Income.

I/We understand that:

By itself this Declaration of Income does not constitute a Residential Tenancy Agreement or provide a right to occupy the rental unit, but shall be attached to and amend the Residential Tenancy Agreement for the tenant(s) listed above and supersedes any previous Declaration of Income forms as of the effective date on this form.



It is my/our responsibility to promptly provide, or cause to be provided, all information and documentation that is reasonably requested by Inclusion Homes to determine the eligibility for housing, or for audit purposes. This may include additional documents requested by Inclusion Homes to verify total household income.

If I/we fail to disclose or misrepresent any information, such failure or misrepresentation may result in Inclusion Homes ending my/our right to occupy the rental unit as per section 49.1 of the Residential Tenancy Act upon providing a minimum of 60 days notice.

I/We agree and consent to:

- Inclusion Homes verifying all personal information required to enable Inclusion Homes to confirm eligibility for affordable rental housing in accordance with BC Housing's Housing Income Limits.
- Inclusion Homes auditing the information provided in or with this Declaration of Income (and any previous Declaration of Income), and understand that non-compliance with the audit process may result in the loss of tenancy and/or any other remedies available in law or equity.

No failure or delay on the part of Inclusion Homes in exercising any right, power or privilege under this Agreement will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

This Declaration of Income must be signed by the tenant(s) and all occupants aged 19 years or over living at the rental unit.

_____ Signed	_____ Date (dd/mm/yyyy)	_____ Signed	_____ Date (dd/mm/yyyy)
_____ Signed	_____ Date (dd/mm/yyyy)	_____ Signed	_____ Date (dd/mm/yyyy)
_____ Signed	_____ Date (dd/mm/yyyy)	_____ Signed	_____ Date (dd/mm/yyyy)



Instructions & Next Steps:

1. **Complete Declaration of Income:** Please make sure that all sections are filled out.
2. **Sign & Date:** Read the Agreement on pages 1 and 2. The tenant(s) and anyone aged 19 years or over who is living at the rental unit must sign the Declaration of Income.
3. **Attach proof of income from all sources:** (Do not send original documents)

Proof is required for all sources for the tenant(s) and all occupants age 19 or older

- a. Canada Revenue Agency Notice of Assessments for the two most recent tax years
 - b. Two most recent pay slips
 - c. Any pertinent information that will affect further earnings (retiring, reduced hours, etc.)
4. **Return:** Include the signed Declaration of Income and copies of all supporting documentation with your Application for Housing.