



Rental Assistance Program

Rental Assistance Program Application Form

Office Use Only

File #: _____

Effective Date: _____

This application is designed to collect specific information from applicants applying for the Rental Assistance Program in accordance with Section 26c of the Freedom of Information and Protection of Privacy Act (the FOI Act)

If you have questions about the collection or use of your information, please call 604-433-1711 and ask to speak to BC Housing's FOI Officer.

A. Applicant Information

(PLEASE PRINT CLEARLY)

Social Insurance Number	Last name	First name(s)	Mr. Miss Mrs. Ms.
Social Insurance Number	Last name	First name(s)	Mr. Miss Mrs. Ms.

Mailing Address

Apt #	Street Address	Street Name		
City		B.C.	Postal Code	

Residential Address (complete only if different than mailing address)

Apt #	Street Address	Street Name		
City		B.C.	Postal Code	

Contact Information

Home Phone ()	Cell Phone ()	Work Phone ()
Email Address	Alternate Contact Person for Messages Name: _____ Phone: ()	

B. Bank Information

Assistance is paid by direct deposit to a bank account on the last working day of each month. The account must be in the name of the applicant and/or spouse (if applicable).

➔ **Note: Bank, transit and account information is needed for direct deposit. Please attach a blank cheque marked VOID; or ask your bank to provide a Preauthorized Debit Form; or have your bank complete the information below.**

Transit Number	Bank Number	Account Number
Bank Stamp:		

For detailed information on eligibility please refer to the Rental Assistance Program brochure. The brochure and additional information on eligibility and the application process are available at www.bchousing.org.

C. Household Information (List yourself on line 1; then list all other persons who are living with you).

Last name	Given names	Birthdate (dd/mm/yyyy)	Age	Sex (M/F)	Relationship to Applicant	Born in Canada? (Y/N)
					Applicant	

If required, attach additional names on a separate sheet.

For each household member **not born in Canada** please complete the following.

Name	Date moved to Canada (dd/mm/yyyy)	Current status in Canada	Sponsored Immigrants Only	
			Name of Sponsor	Date Sponsorship Agreement Ends

If required, attach additional names on a separate sheet.

➔ **Note: Proof of identity is required for all family members. See attached checklist for details.**

Do you or anyone in your household identify as being an Aboriginal person of Canada? ☐ Yes ☐ No

If yes, please select the options that best describes your Aboriginal identity:

☐ First Nations/Indian ☐ Metis ☐ Inuit ☐ Other

D. Residency Information

How long has your household lived in B.C.? _____

Please list your address(es) for the last 12 months.

Address(es)	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)	Name of Landlord	Landlord Phone #
Current address				

E. Rent Information

Your current monthly rent: \$ _____ (Do not include hydro, cable or parking.)

Is your monthly rent subsidized? ☐ Yes ☐ No Does your rent include heat? ☐ Yes ☐ No

Do you live in a trailer or mobile home? ☐ Yes ☐ No If yes, do you : ☐ Own ☐ Rent: Amount \$ _____

Do you pay pad rental? ☐ Yes ☐ No Pad Rent Amount \$ _____

➔ **Note: Proof of current rent is required. See attached checklist for details.**

F. Asset Information

Please list all assets held by you and/or your spouse (if applicable).

Type of Asset	Name of person who owns the asset	Bank or financial institution	Value (\$)
All Bank Accounts (include negative balances)			
Term Deposits			
Bonds / Stocks / Shares			
Trust Funds			
Other Assets including Cash			

Do you or your spouse (if applicable) own property? (e.g. house, cottage, townhouse, condominium, land, etc).

☐ Yes

☐ No

If yes, please provide the following information:

Type of Property	Location (address)	Year Purchased	Value (\$)	Equity(\$)

➔ **Note: Proof of assets must be submitted with application. See attached checklist for details.**

G. General Income Information

Are you or your spouse **currently** receiving income assistance from the Ministry of Social Development (MSD).

☐ Yes

☐ No

Have you or your spouse received income assistance during the last 12 months?

☐ Yes

☐ No

If yes, when was the last payment received from income assistance?

Date: _____

➔ **Note: If income assistance was received during the last 12 months proof is required that your income assistance file has been closed. In addition, proof of all current income sources is required. See attached checklist for details.**

In the **previous taxation year**, did some or all of your annual household income come from **employment**? (Lines 101, 104 or lines 135 to 143 of the detailed tax return.)

☐ No - Please complete Section H - Current Income Information.

☐ Yes - Go to section I - Declaration.

H. Current Income Information

Are you (or your spouse) currently employed? ☐ Yes ☐ No

If no, have you (or your spouse) earned income from employment income in the last 12 months? ☐ Yes ☐ No

If yes, what was the last day worked? _____ **Please attach your Record of Employment (ROE)**

List all current sources of income.	Applicant	Spouse
	Gross Monthly Income	Gross Monthly Income

If more space is required, please attach a separate page.

➔ **Note: Proof of income must be provided. See attached checklist for details.**

I. Declaration

The information you give will be kept confidential.

The *Freedom of Information and Protection of Privacy Act* covers the collection, use and disclosure of personal information in BC Housing's files. This application is designed to collect specific information from applicants seeking assistance through the Rental Assistance Program in accordance with Section 26c of the Act.

1 I/We declare:

- This is my/our application and all the information in it is true and complete to the best of my/our knowledge.

2 I/We permit:

- BC Housing to verify any of the information I/we have provided in this application in order to access my/our eligibility for the Rental Assistance Program.

3 I/We hereby request and authorize Canada Revenue Agency (CRA):

- To release to an authorized representative of BC Housing, information from my/our Income Tax Returns, and if applicable, other required taxpayer information which may include information provided by third parties. The information will be relevant to and used solely for the purpose of determining and verifying my/our eligibility, past, present and future entitlement for assistance through the Rental Assistance Program.

4 I/We acknowledge and understand that:

- Failure to submit an income tax return with CRA will result in my/we becoming ineligible for ongoing assistance through the Rental Assistance Program.
- This consent is in effect for two taxation years prior to and including the year of signature, and each consecutive year that I/we continue to receive subsidy from the Rental Assistance Program.
- BC Housing will audit some Rental Assistance Program applications and subsidies may be adjusted if the audit reveals errors or omissions in any information.
- The Rental Assistance Program provides assistance to low-income working families who reside with dependent children and that assistance through the program will cease if this or any other program eligibility requirement is no longer met.
- It is my/our responsibility to immediately inform BC Housing of any changes in my/our address, rent, income, marital status, family size, or the people sharing my/our accommodation so that my/our subsidy can be adjusted accordingly.
- Failure to report changes in my/our address or household composition may result in an interruption or suspension of benefits and may also result in an overpayment, which I/we will be required to repay.
- Failure to report if I/we begin to receive income assistance through the Ministry of Social Development (MSD) will result in an overpayment which I/we will be required to repay.
- If I/we wish to withdraw this Consent, I/we may do so at any time in writing to BC Housing, however withdrawal of this consent will result in my/we being ineligible for assistance through the Rental Assistance Program.

Signature of Applicant	Social Insurance Number	Date
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Signature of Spouse (if applicable)	Social Insurance Number	Date
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Other Important Information

Sign Application:	Sign the declaration above; unsigned applications will be returned for signature.
Attach Supporting Documents:	Proof of status in Canada, rent, assets, income, and bank information.
Submit Application To:	Rental Assistance Program, BC Housing 101 - 4555 Kingsway, Burnaby BC V5H 4V8 By Fax to 604-439-4729



BC Housing



Rental Assistance Program

Before submitting your application for the Rental Assistance Program, please review the following to make sure that all required information is included with the application.

- Applications are effective the month in which they are received by the Rental Assistance Program. Incomplete applications will be held for up to 90 days to allow applicants time to gather missing documentation.
- After 90 days, incomplete applications will be cancelled and the applicant will be required to submit a new application with supporting documents. The effective date will be adjusted to the month in which the new application is received.

Please do not submit original documents.

1. Bank Information for Direct Deposit

- ☐ Attach a blank personalized cheque marked VOID, **OR** a Preauthorized Debit Form provided by your bank.

2. Proof of status in Canada (proof is required for all family members)

- ☐ Copy of Canadian birth certificate(s) for all family members born in Canada, **AND**
- ☐ For family members not born in Canada, provide copies of citizenship papers or immigration documents. Acceptable proof includes: Copy of Permanent Resident Card (both sides) **OR** Copy of Record of Landing (IMM1000) **OR** Sponsorship Undertaking, **OR** Confirmation of Permanent Residence (form IMM5292).

3. Students

Children age 19-24 in full-time attendance at a school, university or vocational institution must provide proof of enrolment.

4. Proof of Rent

- ☐ Rent Receipt, or recent rent increase notice, showing address, rent amount, date and landlord name and signature; **OR**
- ☐ Copy of lease or tenancy agreement signed within the past 12 months which shows current rent amount.

5. Proof of Assets (include all that apply)

- ☐ Copies of **current** bank statement for **all** bank accounts showing a 30 day period; **AND** copies of property tax assessments for value of property owned and proof of outstanding mortgage(s); **AND** other statements showing total value of all other asset(s).

6. Basic Income Tax Information

- ☐ Complete the **Income Verification Request Form** providing consent for Canada Revenue Agency to release tax records; **OR**
- ☐ Attach proof of tax information as outlined on the Income Verification Request Form.

If you do not have the Income Verification Request Form, it is available online at www.bchousing.org or call us at the number below.

7. Self-Employment Income Information

If either you or your spouse was self-employed in the past 24 months, attach the Statement of Income and Expenses from last year's Income Tax Return.

8. Other Income Information

If neither you (nor your spouse) had income from employment in the previous taxation year, but are now working; **OR**

If any income has been received from **Income Assistance** in the last 24 months, attach:

- ☐ Proof of all current gross monthly income, from all sources (copies of cheques, cheque stubs, letter from employer, employment insurance or other income statement).

For assistance call 604 433-2218 or toll free at 1-800-257-7756 from outside the Lower Mainland.



**Rental
Assistance
Program**

File # _____

**Rental Assistance Program
Income Verification Request**

To determine eligibility for the Rental Assistance Program,
income information from your income tax return(s) is required.

You may give the Canada Revenue Agency permission to provide the required information
or you may provide it to BC Housing yourself.

You must select either Option 1 or Option 2 by marking the appropriate check box below.

<input type="checkbox"/> Check Box	Option 1: Consent Granted
	<p>I/We hereby consent to the release, by the Canada Revenue Agency, to BC Housing of information from my/our income tax records, whether supplied by me/us or by a third party. The information will be relevant to, and used solely for the purpose of, determining and verifying my/our eligibility, entitlement for and the general administration and enforcement of rental assistance/subsidies from BC Housing.</p> <p>This authorization is valid for the current taxation year, the two taxation years immediately preceding the current taxation year and each subsequent consecutive taxation year for which I/we have applied for rental assistance/subsidy.</p> <p>I/we understand that if I/we wish to withdraw this consent, I/we may do so at any time by writing to:</p> <p style="text-align: center;">Manager, Applicant Services BC Housing 1701-4555 Kingsway Burnaby, BC V5H 4V8.</p>

<input type="checkbox"/> Check Box	Option 2: Consent not granted
	<p>I/We do not give consent for the Canada Revenue Agency to provide my/our income tax information to BC Housing. I/We understand that I/we will be responsible for providing verification of my/our income and assets in order to confirm eligibility for rental assistance/subsidy.</p> <p>I/We have attached the following proof:</p> <ul style="list-style-type: none">○ Copy of Notice of Assessment for the last filed tax year.○ Copy of detailed Income Tax Return for the last filed tax year.○ If self-employed: Copy of Statement of Business Activities and all related worksheets (only required for individuals with self-employment income, either business or professional on their tax return). <p>NOTE: If you are not able to locate your Income Tax Return or Notice of Assessment, please contact the Canada Revenue Agency at 1-800-959-8281 or 1-800-959-2221 and request a "Detailed Notice of Assessment" or "Option C" print out.</p>

**Please check the box beside either Option 1 or Option 2.
DO NOT CHECK MORE THAN ONE BOX.**

Applicant:

_____	_____	_____	_____	_____
Print Name	Birth Date (y/m/d)	Social Insurance Number	Signature	Date

Spouse:

_____	_____	_____	_____	_____
Print Name	Birth Date (y/m/d)	Social Insurance Number	Signature	Date

Mail completed form to: Rental Assistance Program, 101 – 4555 Kingsway, Burnaby, BC V5H 4V8
Or

Fax completed form to: 604-439-4729

If you have any questions, please call the Rental Assistance Program office at
604-433-2218 or 1-800-257-7756 toll-free outside the Lower Mainland