



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

## Mailing Address

Apt #	Street Address	Street Name		
City			<b>B.C.</b>	Postal Code

## Residential Address (complete only if different than mailing address)

Apt #	Street Address	Street Name		
City			<b>B.C.</b>	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](http://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 <b>not born in Canada</b> 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 Housing and Social Development (formerly MEIA).  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 Housing and Social Development (formerly MEIA) 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

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



## Rental Assistance Program Application Checklist

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.**

<b>1. Bank Information for Direct Deposit</b>
<input type="checkbox"/> Attach a blank personalized cheque marked VOID to this application form, OR <input type="checkbox"/> Attach a Preauthorized Debit Form provided by your bank.
<b>2. Proof of status in Canada (proof is required for all family members)</b>
<input type="checkbox"/> Copy of Canadian birth certificate(s) for all family members born in Canada, AND <input type="checkbox"/> For family members not born in Canada, provide copies of citizenship papers or immigration documents. Acceptable proof includes: <ul style="list-style-type: none"> <li>• Copy of Record of Landing (IMM1000) or Sponsorship Undertaking: Confirmation of Permanent Residence (IMM5292), OR</li> <li>• Copy of Permanent Resident Card (both sides).</li> </ul>
<b>3. Students</b>
Children age 19-24 in full-time attendance at a school, university or vocational institution must provide proof of enrolment.
<b>4. Proof of Rent</b>
<input type="checkbox"/> Rent Receipt showing address, rent amount, date and landlord name and signature OR copy of recent rent increase notice OR <input type="checkbox"/> Copy of lease or tenancy agreement signed within the past 12 months which shows current rent amount.
<b>5. Proof of Assets (include all that apply)</b>
<input type="checkbox"/> Copies of <b>current</b> bank statement for <b>all</b> bank accounts showing a 30 day period. <input type="checkbox"/> Copies of property tax assessments for value of property owned and proof of outstanding mortgage(s) for equity calculation. <input type="checkbox"/> Other statement showing total value of asset(s).
<b>6. Proof of Income (Income proof is required for both yourself and your spouse (if applicable))</b>
<input type="checkbox"/> Copies of last year's Income Tax Notice of Assessment AND detailed Income Tax Return (include all pages). If last year's annual income included income from <b>self-employment</b> , attach: <ul style="list-style-type: none"> <li><input type="checkbox"/> Statement of Income and Expenses from last year's Income Tax Return.</li> </ul> If any income has been received from <b>income assistance</b> in the last 24 months, attach: <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirmation from the Ministry of Housing and Social Development (formerly MEIA) providing the date that income assistance file was closed AND</li> <li><input type="checkbox"/> Proof of <b>current</b> gross monthly income, from all sources (the last three consecutive cheque stubs, letter from employer or other income statement).</li> </ul> If neither you (nor your spouse) had income from employment in the previous taxation year, but are <b>now working</b> , please attach: <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of all <b>current</b> gross monthly income, from all sources (copies of cheques, cheque stubs, letter from employer, employment insurance, cheque stub or other income statement).</li> </ul>
<b>For assistance call 604 433-2218 or toll free at 1-800-257-7756 from outside the Lower Mainland.</b>



Rental Assistance Program

## Avoid processing delays

Please allow a minimum of 6 to 8 weeks for your application to be processed.

**Important:** Incomplete applications **will experience processing delays**. We will contact you by mail if additional information is required.

The most common cause of processing delays beyond 6 to 8 weeks is **missing documentation**.

Support documentation must be provided for the following areas:

- Detailed Income Tax Return (what is sent to Revenue Canada-CRA)
- Notice of Assessment (what is returned to you from CRA)
- Direct Deposit Information
- Proof of status in Canada for all family members
- Proof of rent
- Proof of Assets (bank statements)

Please review the checklist included with the application form.

Detailed requirements can be found online at [www.bchousing.org/Options/Rental\\_market/RAP](http://www.bchousing.org/Options/Rental_market/RAP) then click on the "Supporting Documents" button.

Still have questions? Call us at 604-433-2218 or toll free at 1-800-257-7756.



BC Housing