

## Coming Soon - Change to the Offer Process

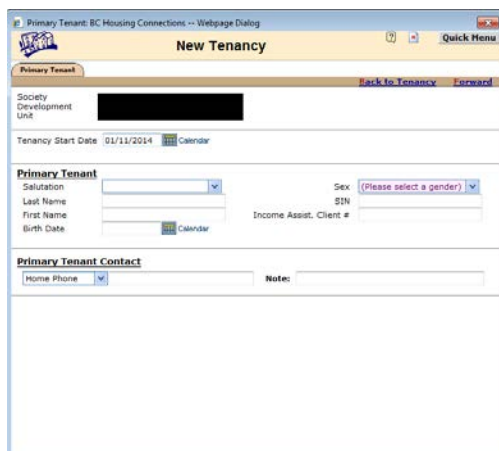
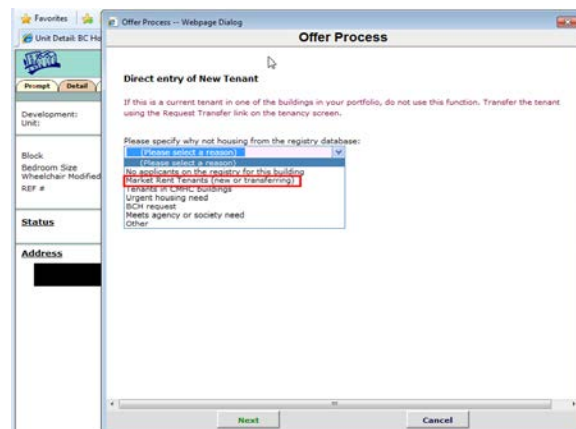
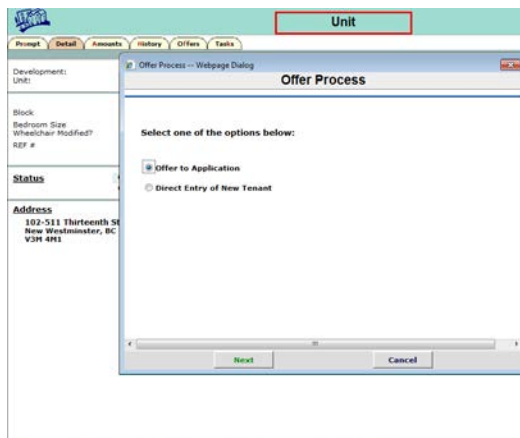
As a member of The Housing Registry, housing providers must fill their vacancies from The Housing Registry. However, sometimes a housing provider may be looking to fill a unit with an applicant who is not on The Housing Registry, such as responding to an emergency (fire, flood), filling a market unit, or hiring a new building manager. Currently, when this occurs, an Application Form must be completed and processed by Registry staff before the offer can be completed and a tenancy created. A process that is time consuming for all.

Great news! The Offer Process is being modified to allow more flexibility for housing providers who may need to fill their vacancy from other sources.

The enhanced Offer Process will offer two options:

- Offer to Application – The process remains the same when offering a unit to an existing applicant on The Housing Registry. This should continue to be how most vacancies are filled.
- Direct Entry of New Tenancy - This option should only be selected in exceptional circumstances and users need to indicate why an existing Housing Registry applicant is not being selected. This enhancement will eliminate the need to complete an Application Form and have it entered and activated in order to complete the offer process.

The screenshots below show the changes to the Offer Process dialogue box. The release is scheduled for November 17<sup>th</sup>. Watch your inbox for confirmation on the release date and detailed instructions.



## Mark your Calendar

On February 24, 2015 from 10:00am to 12:00pm, join The Housing Registry Council for the 2015 Annual Meeting of Members. Members can attend at an in person location or via teleconference.

## Please RSVP:

Preregistration is required. Please RSVP by January 30, 2015, by emailing Rhonda Forster at [rforster@bchousing.org](mailto:rforster@bchousing.org).

