



## Housing Need Point Score Instructions

Applications are assessed and given a point score based on the applicant's current living situation.<sup>1</sup> It is very important that applicants keep their files up to date by advising of any changes to their situation. BC Housing uses the following point score system that you can follow, or you can create your own form. An applicant's point score is compiled by awarding points by category. For example:

### **Section A – Under Notice From Present Accommodation**

Complete either Section A or Section B, but not both.

When an applicant has received a *Notice to End Residential Tenancy* and the notice was received for reasons other than for cause, enter the date when the applicant must move out, and assign 20 points. The original termination notice must be shown for verification.

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#### A. UNDER NOTICE FROM PRESENT ACCOMMODATION

Notice to Terminate (other than cause) (20)

Effective date \_\_\_\_\_.

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If someone received a *Notice to End Residential Tenancy* for not paying rent, find out why. When an applicant has been unable to manage the payments because of financial hardship, they are eligible to apply for a rent subsidy. However, when someone has been evicted for causing damage, disturbing other residents, or not making rent payments they can afford, they are not eligible to apply for subsidized housing, but could be considered with a reference from another landlord.

<sup>1</sup> Use of the point score system is required for joint federal/provincial programs from 1986 to 1992 and recommended for pre-1986 programs. For HOMES BC programs, refer to Sample Selection Methods on page 5.



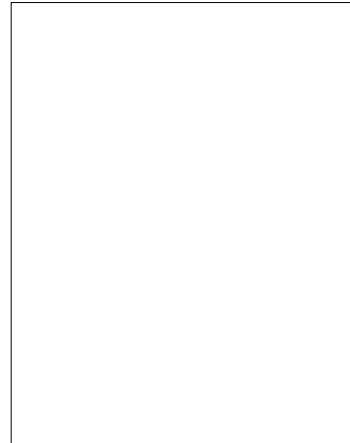
## Section B – Present Accommodation Unsatisfactory

Points in this section are to be removed if points are being awarded in Section A.

### B. PRESENT ACCOMODATION UNSATISFACTORY

Assign points under section 1 or 2, but not both.

1. Temporary housing (trailer, transition house, or motel) or  
Living with family/friends (17)  
(12)
2. Overcrowded/lack of privacy: Short one bedroom (2)  
Short two bedrooms (4)  
Short three bedrooms (6)  
Inadequate/share bathroom facilities (2)  
Inadequate/share kitchen facilities (2)  
Lack of recreation space for children under 16 (2)
3. Health affected – documented by medical letter (5)



There are several reasons why an applicant's current housing may be inadequate. BC Housing's point score form includes several categories, each with an assigned score. Based on information provided by an applicant and/or advocates on an applicant's behalf, points are given for the following reasons:

**Temporary housing** – If an applicant is living in a mobile trailer, vehicle, transition house, or motel, enter 17 points on the form. A trailer in a permanent trailer park does not qualify.

**Living with family or friends** – When people are temporarily sharing housing and there are 2 or more households living in a single-family accommodation, enter 12 points.

**Overcrowded** – If the applicant is living in a unit that is too small for the number of people in the family, enter 2 to 6 points. You can use the *National Occupancy Standards* on page 18 to guide you. Points are based on the number of bedrooms the household is short, 2 points per bedroom. Points will not be given if points have been awarded under Temporary Housing or Living with Family/Friends.



***Inadequate bathroom facilities*** – If an applicant has to share bathroom facilities with people who are not family members or close friends, there are small children and no bathtub, etc., enter 2 points. Points will not be given if points have been awarded under **Temporary housing** or **Living with family or friends**.

***Inadequate kitchen facilities*** – If the present accommodation does not have a kitchen area or appliances that function properly—for example, a hot plate is being used, there is no fridge, no proper kitchen area, etc.—assign 2 points. Points will not be given if points have been awarded under **Temporary housing** or **Living with family or friends**.

***Lack of recreation space*** – When there is no safe play area or nearby park for children under 16, enter 2 points.

***Health affected*** – If an applicant's health is being affected, enter 5 points. This must be documented by a medical practitioner. The condition must be a valid medical condition that will be improved by adequate housing—for example, if an applicant uses a walker and lives on the third floor of a walk-up, or if children with asthma live in a damp basement suite where the dampness worsens their condition. A sample Medical Documentation Form is included on page 53.

### **Section C – BC Benefits Applicants Only**

BC Benefits payments are divided into two components. The shelter portion is for rent and heat costs, and the support portion is for food, clothing, and other living expenses. If an applicant's rent exceeds the maximum shelter payment, then some of the support allowance will be spent to cover rent. When this occurs, determine the percentage of the support payment going toward rent, and assign the correct number of points.

For example, if someone spends \$560 to pay for rent and heat, but their maximum shelter allowance is \$485, then \$75—or 19 per cent—of the support allowance is being spent to make up the difference. In this instance you would assign 50 points.

(Note: Score applicants who earn income and collect BC Benefits in Section D.)



**C. BC Benefits APPLICANTS ONLY**

Percentage of BC Benefits Support Allowance	0%	(40)
Paid as rent:	1 – 9%	(45)
	10 – 19%	(50)
	20 – 29%	(55)
	30%+	(60)

**Section D – All Other Applicants**

Begin by calculating the gross household income. For detailed instructions on how to calculate income, refer to the Rent Calculation section in this *Operations Guide*.

Subtract the amount the applicant spends on rent and the allowable amount for heat, if heat is paid separately. Refer to the *Monthly Heat Subsidy Rates* sheet in the Rent Calculation appendix for the correct amount. It lists average heat costs for various unit sizes in different parts of the province. Then determine the correct bedroom size by referring to the *National Occupancy Standards* on page 18.

Finally, refer to the *Housing Need Income Tables* on page 51. Match the family’s unit size and income level on the grid to obtain the correct point score.

These tables are updated annually, and we send out the new version at the same time we send the revised CNIT tables.

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**D. ALL OTHER APPLICANTS**

Gross household income \_\_\_\_\_

Less total shelter costs \_\_\_\_\_

**Income net of shelter** \_\_\_\_\_

Bedroom size required \_\_\_\_\_

Consult applicable income table to determine point score (D):

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Score (D)

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To complete Section D, you will need to refer to *Housing Need Income Tables*, which are prepared and distributed annually by BC Housing. Check with Housing Services for further information.

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**Section E – Waiting Time**

Based on the date of application, if an applicant has been waiting for one year or more, 4 points can be added to the point score for each year waiting up to a maximum of 20 points.

E. WAITING TIME

(up to a maximum of 20)

**Comments Section**

Add any other relevant information in this section. Usually, the point score form provides enough latitude to indicate individual circumstances, but may not adequately represent every person’s situation. If you believe the form does not reflect an applicant’s need, you can include comments here and discuss the situation with our Housing Services staff, at 604-433-1711.

For example, a family living in a van will not be paying rent. Because part of the form is based on how much income goes toward rent, this family will score low and their need for housing would not show up in the form even though they clearly need housing.

Make sure applicants provide you with income and rent verification, and check off these boxes to indicate they’re on file. Then total the point score.

When a unit becomes available, it is offered first to the applicant with the highest need, reflected by the highest point score. When two or more applicants have the same point scores, you judge which family to offer the unit to first. One approach is to offer the unit to the applicant who has been on the waiting list the longest.

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**COMMENTS:**

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I.V. in File

R.V. in File

Last Updated: \_\_\_\_\_

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Total Score



**BC Housing allocates points based on sections A to E as listed above. Other factors you may want to include are:**

**Assets**

To determine the value of an applicant's assets, include bank account balances, stocks, bonds, real estate, RRSPs, and other investments. Do not include personal belongings such as furniture, jewelry, or vehicles. People with fewer assets receive more points because they have fewer resources than those with more valuable assets.

ASSETS

<\$10,000	(5)
\$10,000 – \$25,000	(3)

**Discretionary**

You can assign up to 5 points for circumstances that aren't covered anywhere else in the form—for example, if someone is subjected to violence or abuse at home, has mobility problems but there's no elevator in their building, lives far from work or school, or has no laundry facilities close to home.

DISCRETIONARY (explain) (up to 5)

Score

Score