



BC Housing

HOUSING PROVIDER ANNUAL INFORMATION FORM

Housing Provider (Sponsor): _____ **Sponsor #:** _____

Mailing Address: _____

E-Mail Address: _____

Contacts:

	Name (Receives BC Housing Correspondence)	Title/ Position	Telephone & Cell Phone	Fax
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Board of Directors:

Name	Title	Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Management Letter:

Has your auditor provided your board of directors with a management letter? Yes No

If "yes", please attach a copy of the letter to this form and return it to BC Housing.

PLEASE COMPLETE REVERSE SIDE OF THIS FORM

Information for *The Link*
BC Housing's Directory of Affordable Housing

SECTION 1 (If BC Housing maintains your applicant list than skip to section 2)

a) Do you maintain an applicant list? Yes No

b) What is the best way for an applicant to contact you for an application?

Mail
 Street Address for mail-in applications _____
 City, Postal Code for mail-in applications _____

By contacting us directly: Phone _____ Fax _____

By coming to your development or office in person.

Name of your Development: _____
 Development Street Address & City: _____
 Office Street Address & City: _____
 Development's closest major intersection: _____
 What are your office hours? _____

c) Do you have an application update process? Yes No

How often should an applicant contact you? _____
 How many applications do you keep on file? _____

Are applications cancelled after a number of months? Yes No
 If yes, after how many months? _____

d) Does your development allow pets? Yes No
 If yes, are there any restrictions? Yes No
 What are the pet restrictions? _____

Are tenants/members required to pay any additional costs (i.e. parking or hydro)? Yes No
 If yes, what are the costs associated with? _____

Is a damage deposit required? Yes No

e) Does your development have a residency requirement (i.e. applicant must have lived in BC for 6 months)? Yes No
 If yes, how many months?

SECTION 2

f) Does your development have bachelor or 1 bedroom suites? Yes No

Is there a minimum age requirement? Yes No
 If yes, what age? _____

If yes, are applications under the minimum age requirement accepted if the applicant is disabled? Yes No

SECTION 3

g) For co-ops only:

Does your co-op have a participation requirement? Yes No

Signature: _____ **Date:** _____

Thank you for your participation.