Online Rent Calculation
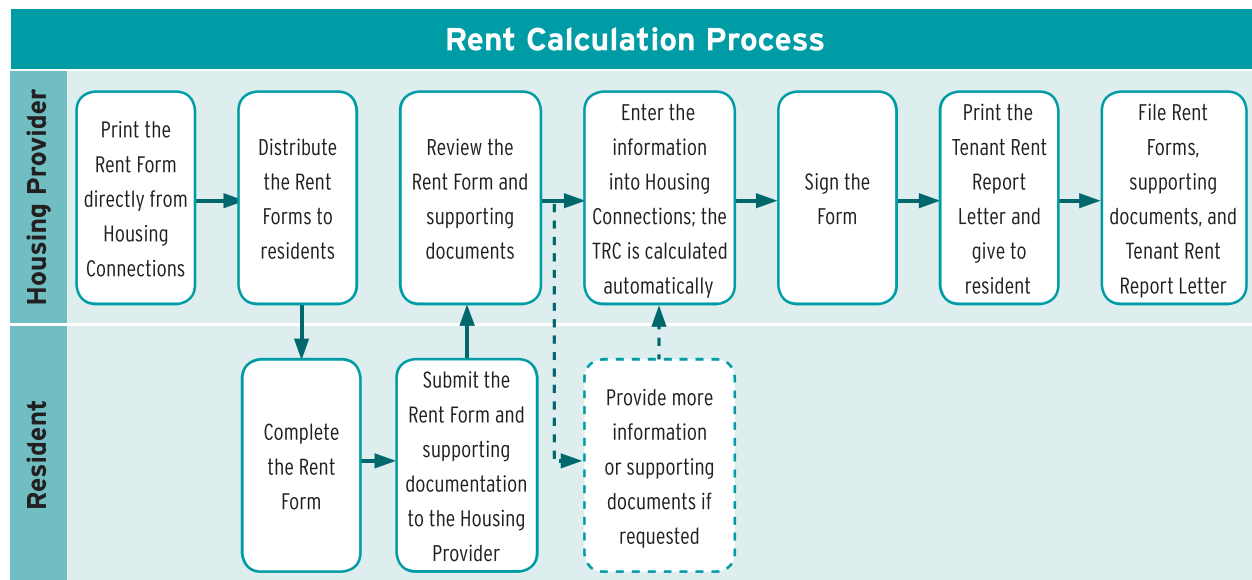
Housing providers use the same TRC calculation outlined in chapter two for online rent calculation. The benefits of online rent calculation include:

> ❯ Greater efficiency and reduced paperwork: Housing providers print Rent Forms pre-populated with tenant names and building information, enter rent calculation data as soon as received, and do not need to send completed Rent Forms to BC Housing

> ❯ Fewer rent calculation errors: The system applies many of the rent calculation rules, and errors are identified during the data entry process

> ❯ Increased security of residents' personal information

> ❯ Access to real-time resident rent and rent subsidy reports

The following diagram outlines the online rent calculation process:

Rent Calculation Process

Housing Provider

| Print the Rent Form directly from Housing Connections | → | Distribute the Rent Forms to residents | → | Review the Rent Form and supporting documents | → | Enter the information into Housing Connections; the TRC is calculated automatically | → | Sign the Form | → | Print the Tenant Rent Report Letter and give to resident | → | File Rent Forms, supporting documents, and Tenant Rent Report Letter |

Resident

| Complete the Rent Form | → | Submit the Rent Form and supporting documentation to the Housing Provider | → | Provide more information or supporting documents if requested |

Housing providers have to sign an Online Rent Calculation agreement before gaining access to the system, and each user receives training and signs a password agreement.

You are responsible for entering accurate information into the system in a timely manner, as this data will directly affect subsidy administration.

BC Housing will conduct random audits of rent calculations and may request additional information from to verify the accuracy of information entered in the system or to make revisions.

If you are interested in becoming an online rent calculation user, please contact the Rent Calculation Help Desk or your NPPM for more information.