

APPENDIX

A. Online Links

Acts and Legislation

- Residential Tenancy Act
 - Section 49.1

Bank of Canada

- Foreign Exchange Rates – Daily
- Foreign Exchange Rates – Monthly and Annual Averages
- 10 Year Currency Converter

BC Housing

- Additional Housing Provider Kit Guides
 - Administration Guide
 - Financial Management Guide
 - Maintenance Guide
 - Program Guide
 - Resident Management Guide
 - Security, Safety & Emergency Preparedness Guide
- Business Income Calculation Worksheet (xls)
- Homeless Outreach Program (HOP)
- Homes BC Change of Unit Designation Form
- Housing Income Limits (HILs)
- ILM Co-op Request to Transfer Subsidy Designation Form
- Independent Living BC (ILBC)
- Notification of Tenancy/Membership Change Form (Change Form)
- Rent Calculation Guide
- Rental Assistance Program (RAP)
- Sample Student Verification Form
- Sample Tenancy Agreements
 - Non-Rent Geared to Income Tenancy Agreement
 - Rent Geared to Income Tenancy Agreement
- Shelter Aid for Elderly Residents (SAFER) Program
- The Housing Registry

Canada Mortgage and Housing Corporation (CMHC)

- [National Occupancy Standard](#)

Canada Revenue Agency

- [CPP Payroll Deduction Tables](#)
- [Employers' Guide - Taxable Benefits and Allowances](#)

Family Maintenance Enforcement Program

Ministry of Children and Family Development

- [Extended Family Program](#)

Ministry of Social Development

- [BC Employment and Assistance \(Income Assistance\)](#)

Residential Tenancy Branch

- [Residential Tenancy Laws and Rules](#)
- [Residential Tenancy Act: A Guide for Landlords and Tenants](#)
- [Residential Tenancy Agreement \(PDF\)](#)
- [Residential Tenancy Forms](#)

Service Canada

- [Old Age Security Program](#)

B. Flat and Minimum Rent Tables

Note: New Flat and Minimum Rents to be used for new tenancies and scheduled Annual Reviews with an effective date April 1, 2025, or later. For all calculations with an effective date prior to April 2025, use the April 2024 rates.

Income Assistance Flat Rent Table

Effective April 2024

Family Size	Flat Rent
1	\$445
2	\$635
3	\$725
4	\$775
5	\$820
6	\$870
7	\$920
8	\$965
9	\$1,015
10	\$1,065
11	\$1,115
12	\$1,160

Prior to March 31, 2024

Family Size	Flat Rent
1	\$320
2	\$510
3	\$600
4	\$650
5	\$695
6	\$745
7	\$795
8	\$840
9	\$890
10	\$940
11	\$990
12	\$1,035

Minimum Rent Table

Effective April 2025

Family Size	Minimum Rent
1	\$167
2	\$256
3	\$309
4	\$372
5	\$432
6	\$494
7	\$552
8	\$615
9	\$675
10	\$736
11	\$800
12	\$857

Effective April 2024 to March 2025

Family Size	Minimum Rent
1	\$161
2	\$247
3	\$299
4	\$359
5	\$417
6	\$477
7	\$533
8	\$594
9	\$652
10	\$711
11	\$773
12	\$828

C. Imputed Rate of Return

Effective Date	Rate
January 1, 2010 to Present	1%
August 1, 2008 to December 31, 2009	3%
August 1, 2004 to July 31, 2008	1%
October 1, 2000 to July 31, 2004	3%

D. Monthly Heat Allowance Rates – February 2014

(Use for rent calculations effective on or after February 1, 2014)

LOWER MAINLAND		
	Electricity	Gas
Bachelor	19	n/a
1 Bedroom	24	28
2 Bedroom	36	44
3 Bedroom	45	59
4 Bedroom	53	74
5 Bedroom	62	86

VANCOUVER ISLAND		
	Electricity	Gas
Bachelor	20	n/a
1 Bedroom	26	30
2 Bedroom	38	49
3 Bedroom	49	66
4 Bedroom	57	81
5 Bedroom	67	94

SOUTHERN INTERIOR		
	Electricity	Gas
Bachelor	21	n/a
1 Bedroom	29	31
2 Bedroom	42	48
3 Bedroom	52	66
4 Bedroom	61	82
5 Bedroom	71	97

NORTHERN/CENTRAL INTERIOR		
	Electricity	Gas
Bachelor	27	n/a
1 Bedroom	37	41
2 Bedroom	52	62
3 Bedroom	68	84
4 Bedroom	76	102
5 Bedroom	89	104

NORTH COAST		
	Electricity	Gas
Bachelor	20	n/a
1 Bedroom	26	31
2 Bedroom	37	48
3 Bedroom	48	64
4 Bedroom	56	78
5 Bedroom	64	88

NOTES:

1. Lower Mainland is bounded by Hope to the east, the U.S. border to the south, Georgia Strait to the west, and Powell River to the north.
2. Vancouver Island includes the Gulf Islands and other adjacent islands.
3. Southern and Northern/Central Interior is divided by a line running east-west, immediately north of Williams Lake.
4. Interior North is bounded by a line north from Kitimat to Terrace and west to Prince Rupert and north of Williams Lake. Also included are the Queen Charlottes and other adjacent islands.

D. Monthly Heat Allowance Rates – (Effective 2007)

(Use for rent calculations effective BEFORE February 1, 2014)

LOWER MAINLAND		
	Electricity	Gas
Bachelor	16	n/a
1 Bedroom	20	31
2 Bedroom	30	49
3 Bedroom	38	66
4 Bedroom	45	82
5 Bedroom	52	96

VANCOUVER ISLAND		
	Electricity	Gas
Bachelor	17	n/a
1 Bedroom	22	33
2 Bedroom	32	54
3 Bedroom	41	73
4 Bedroom	48	90
5 Bedroom	56	104

SOUTHERN INTERIOR		
	Electricity	Gas
Bachelor	22	n/a
1 Bedroom	24	34
2 Bedroom	35	53
3 Bedroom	44	73
4 Bedroom	51	91
5 Bedroom	60	108

NORTHERN/CENTRAL INTERIOR		
	Electricity	Gas
Bachelor	23	n/a
1 Bedroom	31	45
2 Bedroom	44	69
3 Bedroom	57	93
4 Bedroom	64	113
5 Bedroom	75	115

NORTH COAST		
	Electricity	Gas
Bachelor	17	n/a
1 Bedroom	22	34
2 Bedroom	31	53
3 Bedroom	40	71
4 Bedroom	47	87
5 Bedroom	54	98

NOTES:

1. Lower Mainland is bounded by Hope to the east, the U.S. border to the south, Georgia Strait to the west, and Powell River to the north.
2. Vancouver Island includes the Gulf Islands and other adjacent islands.
3. Southern and Northern/Central Interior is divided by a line running east-west, immediately north of Williams Lake.
4. Interior North is bounded by a line north from Kitimat to Terrace and west to Prince Rupert and north of Williams Lake. Also included are the Queen Charlottes and other adjacent islands.

E. Income Sources

This list identifies common income sources to include or exclude for rent calculation purposes. For income sources not identified below, please contact the [Rent Calculation Help Desk](#).

Include as income:

- Income Assistance
- Employment, including regular overtime, vacation pay and gratuities
- Self-employment, including commission sales
- Seasonal employment
- Employment Insurance and WorkSafe BC insurance
- Training allowances
- Income from the Resettlement Assistance Program
- Child support, and other benefits intended for the benefit of children (Post Adoption Allowance, etc.) (included for calculation with an effective date prior to April 2018)
- Alimony and/or other ongoing support from family/friends/community
- Rental income from real estate or dividends from stocks or bonds, if the Real Monthly Income is greater than the Imputed Income from the Asset (See [Income from Assets](#) for more information)
- Pension incomes including:
 - Old Age Security, Guaranteed Income Supplement, Allowance, and Allowance for the Survivor (formerly Spousal Allowance)
 - Senior's Supplement
 - Private pension plans including Registered Retirement Income Funds
 - Canada Pension Plan — including retirement, disability, widows, etc. (CPP orphans and disability for child included for calculations with an effective date prior to April 1, 2018)
 - Foreign Pensions

Exclude as income:

- Earning of dependent children aged 18 and under (regardless of student status)
- Earnings of children age 19-24 who are full time students (Effective April 1, 2018)
- Student loans, equalization payments, student grants and scholarships
- Taxable benefits, including living out or travel allowances, medical coverage, uniform allowance, etc.
- SAFER and Rental Assistance Payments (residents living in subsidized housing are not eligible for SAFER or the Rental Assistance Program)
- Canada Child Tax Benefits, including the Canada Child Tax Benefit, Child Disability Benefit, BC Family Bonus, Universal Child Care Benefits and BC Earned Income Benefit
- Child support, and other benefits intended for the benefit of children (CPP orphans and disability for child, WorkSafe BC child benefits and Public Guardian and Trustee payment for children, Post Adoption Allowance, etc.) (excluded as of April 2018)

- BC Childcare Subsidy
- Income from foster parenting
- Child in Home of Relative and Extended Family Program
- Income from approved live-in care givers
- GST and Income Tax rebates
- War Veteran's Allowance and Disability Pension from Veteran's Affairs Canada

F. Asset Types

Please refer to the list of asset types below to determine if they should be included or excluded for rent calculation purposes. For asset types not identified below, please contact our [Rent Calculation Help Desk](#).

Include as assets⁷:

- Cash in bank or on hand
- Tax-Free Savings Accounts
- Equity in real estate (net of debt), stocks/bonds
- Term deposits
- Mutual funds
- Business equity (equity value in private incorporated company of cash, GICs, bonds, stocks or real estate held by a company)


Exclude as assets:

- Vehicles
- Personal effects; e.g., jewelry, furniture
- Registered Education Savings Plans, Registered Retirement Savings Plans, Registered Disability Savings Plans; if converted to a Registered Retirement Income Fund, the monthly income generated will be included as pension income
- Trade and business tools essential to continue current employment; e.g., farm equipment
- Bursaries or scholarships from educational institutions for any household member who is currently a student
- Trust funds from settlements (Insurance Corporation of BC, insurance for injuries); monthly income generated by trust funds will be included as income
- Trust fund with set monthly income (include as income)
- Asset Development Accounts (savings programs designed to help individuals achieve savings for future self-sufficiency); exclude these assets while the resident is participating in the asset development account program
- Assets derived from compensatory packages from government (e.g., Indian Residential School Settlements and Japanese Canadian Redress)

⁷ If any asset produces a Real Monthly Income, use the higher of the Real Monthly Income or the Imputed Income from the asset. See [Income from Assets](#) for details.

G. Rent Form

Step 1: The housing provider completes the sections highlighted below:


BC HOUSING

APPLICATION FOR RENT SUBSIDY

Misrepresentation of the information requested herein, in writing or by omission, may result in recovery of rent subsidy funds in addition to any other remedies available in law or equity.

INSTRUCTIONS ON REVERSE FORM PART OF THIS APPLICATION. PLEASE READ CAREFULLY BEFORE YOU BEGIN

PART I: TENANT (OR COOP SHAREHOLDER) Show Surname, Given Name, Initial				BUSINESS PHONE NO.	
ADDRESS: SUITE # (the "premises")		STREET	CITY	HOME PHONE NO.	
POSTAL CODE	BUILDING NAME		BUILDING NO.		
LANDLORD: SOCIETY/CO-OP NAME (IF APPLICABLE)			UNIT SIZE (CIRCLE NUMBER OF BEDROOMS)		<input type="checkbox"/> MODIFIED FOR WHEELCHAIR
			BACHELOR	1 (SINGLE)	1 (DOUBLE)
			2	3	4
			5		

PART II DETERMINATION AND DECLARATION OF INCOME

LIST BELOW THE NAMES AND GROSS MONTHLY INCOME OF ALL PERSONS RESIDING AT THE ABOVE ADDRESS

FULL NAME(S) <small>Last/First/Initial</small>	BIRTH DATE <small>Day/Month/Year</small>	RELATIONSHIP TO TENANT	SOURCES OF INCOME	CURRENT GROSS MONTHLY INCOME	HOUSING PROVIDER/BCH COMMENTS/CALCULATION
		TENANT		\$	

PART III AGREEMENT

I/We declare that the information given in this Application is true, correct and complete in all respects.

I/We agree that BC Housing may audit the information provided in or with this Application (and any previous Application) at any time.

I/We acknowledge and agree that the agreement on the reverse of the Application form part of and are material to the landlord's and BC Housing's acceptance of the Application.

I/We permit BC Housing to contact anyone to obtain a report from any agency in order to confirm information provided.

I/We request and authorize: Canada Revenue Agency; Human Resource Development Canada; Veteran's Affairs Canada, BC Ministry responsible for B.C. Employment and Assistance or the Employment and Assistance for Persons with Disabilities Acts ("income assistance") to give BC Housing a copy of any of my/our relevant documents, including: my last filed income tax return, and my/our application for Guaranteed Income Supplement, Spouse Allowance, Widowed (Extended) Spouse's Allowance, and income assistance.

Signed: _____

Signed: _____

Signed: _____

Date: _____

TOTAL GROSS MONTHLY INCOME	\$
LESS EMPLOYMENT ALLOWANCE <small>(See reverse for details)</small>	
NET INCOME A	\$

CURRENT VALUE OF ASSETS

STOCKS / BONDS / TERM DEPOSITS	\$	
CASH/ BANK BALANCE		
REAL ESTATE HOLDINGS		
OTHER (SPECIFY)		
TOTAL VALUE OF ASSETS \$		
LESS EXEMPTION		\$10,000
NET VALUE OF ASSETS \$		
MONTHLY INCOME FROM ASSETS <small>(_____% OF NET ASSETS DIVIDED BY 12)</small>	B	\$
TOTAL MONTHLY INCOME (A + B = C)	C	\$

TO BE COMPLETED BY BC HOUSING / SOCIETY / CO-OP ONLY

PART IV CALCULATION OF TENANT RENT CONTRIBUTION AND SUBSIDY

ECONOMIC RENT 1	\$	
30% OF C OR MINIMUM RENT 2	\$	
+/- OTHER CHARGES (REBATES) 3	\$	
TENANT RENT CONTRIBUTION (TRC) <small>(2 +/- 3 = 4)</small> 4	\$	
MARKET RENT MAXIMUM APPLIES? <small>(IF YES, ENTER THE MARKET RENT)</small> 5	\$	
Tenant pays lesser of TRC or Market Rent (if applicable)		
RENT SUBSIDY (1 - (4 OR 5) = 6) <small>Economic rent minus lesser of TRC or Market Rent (negative in brackets)</small> 6	\$	

CHECK (ONE):

☐ New Tenant ☐ Annual Review

☐ Other (Specify): _____

OCCUPANCY DATE (DAY / MONTH / YEAR)

EFFECTIVE FROM (DAY / MONTH / YEAR)

CLIENT TYPE (CHECK ONE):

☐ Family ☐ Single (45-54)

☐ Single (18-44) ☐ Senior (55+)


☐ Person with Disability

INCOME REVIEWED BY (SOCIETY/CO-OP REPRESENTATIVE)

APPROVED BY (BC HOUSING) _____ DATE _____


WHITE & YELLOW: BC HOUSING
PINK: SOCIETY OR CO-OPERATIVE
GREEN: TENANT OR COOP MEMBER

Step 2: The resident completes the sections highlighted below:

 BC HOUSING		APPLICATION FOR RENT SUBSIDY	
<p>Misrepresentation of the information requested herein, in writing or by omission, may result in recovery of rent subsidy funds in addition to any other remedies available in law or equity.</p>			
INSTRUCTIONS ON REVERSE FORM PART OF THIS APPLICATION. PLEASE READ CAREFULLY BEFORE YOU BEGIN			
PART I: TENANT (OR COOP SHAREHOLDER) Show Surname, Given Name, Initial			BUSINESS PHONE NO.
ADDRESS: SUITE # (the "premises") STREET CITY			HOME PHONE NO.
POSTAL CODE	BUILDING NAME		BUILDING NO.
LANDLORD: SOCIETY/CO-OP NAME (IF APPLICABLE)		UNIT SIZE (CIRCLE NUMBER OF BEDROOMS) <input type="checkbox"/> MODIFIED FOR WHEELCHAIR BACHELOR 1 (SINGLE) 1 (DOUBLE) 2 3 4 5	
PART II: DETERMINATION AND DECLARATION OF INCOME LIST BELOW THE NAMES AND GROSS MONTHLY INCOME OF ALL PERSONS RESIDING AT THE ABOVE ADDRESS			
FULL NAME(S) <small>Last/First/Initial</small>	BIRTH DATE <small>Day/Month/Year</small>	RELATIONSHIP TO TENANT	SOURCES OF INCOME
		TENANT	CURRENT GROSS MONTHLY INCOME \$
PART III: AGREEMENT		TOTAL GROSS MONTHLY INCOME \$	
I/We declare that the information given in this Application is true, correct and complete in all respects. I/We agree that BC Housing may audit the information provided in or with this Application (and any previous Application) at any time. I/We acknowledge and agree that the agreement on the reverse of the Application form part of and are material to the landlord's and BC Housing's acceptance of the Application. I/We permit BC Housing to contact anyone to obtain a report from any agency in order to confirm information provided. I/We request and authorize: Canada Revenue Agency; Human Resource Development Canada; Veteran's Affairs Canada, BC Ministry responsible for B.C. Employment and Assistance or the Employment and Assistance for Persons with Disabilities Acts ("Income assistance") to give BC Housing a copy of any of my/our relevant documents, including: my last filed income tax return, and my/our application for Guaranteed Income Supplement, Spouse Allowance, Widowed (Extended) Spouse's Allowance, and income assistance.		LESS EMPLOYMENT ALLOWANCE <small>(See reverse for details)</small>	
Signed: _____ Signed: _____ Signed: _____ Date: _____		NET INCOME A \$	
		CURRENT VALUE OF ASSETS	
		STOCKS / BONDS / TERM DEPOSITS	\$
		CASH/ BANK BALANCE	
		REAL ESTATE HOLDINGS	
		OTHER (SPECIFY)	
		TOTAL VALUE OF ASSETS \$	
		LESS EXEMPTION	\$10,000
		NET VALUE OF ASSETS \$	
		MONTHLY INCOME FROM ASSETS <small>(% OF NET ASSETS DIVIDED BY 12)</small>	B \$
		TOTAL MONTHLY INCOME (A + B + C)	C \$
TO BE COMPLETED BY BC HOUSING / SOCIETY / CO-OP ONLY PART IV: CALCULATION OF TENANT RENT CONTRIBUTION AND SUBSIDY			
		ECONOMIC RENT 1	\$
		30% OF C OR MINIMUM RENT 2	\$
		+/- OTHER CHARGES (REBATES) 3	\$
		TENANT RENT CONTRIBUTION (TRC) (2 +/- 3 = 4) 4	\$
		MARKET RENT MAXIMUM APPLIES? (IF YES, ENTER THE MARKET RENT) 5	\$
		Tenant pays lesser of TRC or Market Rent (if applicable)	
		RENT SUBSIDY (1 - (4 OR 5) = 6)	\$
		Economic rent minus lesser of TRC or Market Rent <small>(negative in brackets)</small>	
PART V: PURPOSE OF FORM		APPROVED BY (BC HOUSING) DATE	
CHECK (ONE): <input type="checkbox"/> New Tenant <input type="checkbox"/> Annual Review <input type="checkbox"/> Other (Specify): _____			
OCCUPANCY DATE (DAY / MONTH / YEAR)			
EFFECTIVE FROM (DAY / MONTH / YEAR)			
CLIENT TYPE (CHECK ONE): <input type="checkbox"/> Family <input type="checkbox"/> Single (45-54) <input type="checkbox"/> Single (18-44) <input type="checkbox"/> Senior (55+) <input type="checkbox"/> Person with Disability			
INCOME REVIEWED BY (SOCIETY/CO-OP REPRESENTATIVE)			
WHITE & YELLOW: BC HOUSING		PINK: SOCIETY OR CO-OPERATIVE	
		GREEN: TENANT OR COOP MEMBER	

SUP-1E

Step 3: The housing provider calculates the household's TRC. See sample calculations below:

 BC HOUSING		APPLICATION FOR RENT SUBSIDY	
<p>Misrepresentation of the information requested herein, in writing or by omission, may result in recovery of rent subsidy funds in addition to any other remedies available in law or equity.</p>			
<p>INSTRUCTIONS ON REVERSE FORM PART OF THIS APPLICATION. PLEASE READ CAREFULLY BEFORE YOU BEGIN</p>			
PART I: TENANT (OR COOP SHAREHOLDER) Show Surname, Given Name, Initial Johnson, Betty K.		BUSINESS PHONE NO. n/a	
ADDRESS: SUITE # (the "premises") #111		STREET 4623 Kings Rd	
		CITY Burnaby	
POSTAL CODE V9Z 9Z9		BUILDING NAME Friendly Manor	
		BUILDING NO. 0289	
LANDLORD: SOCIETY/CO-OP NAME (IF APPLICABLE) Friendly Housing Society		UNIT SIZE (CIRCLE NUMBER OF BEDROOMS) <input type="checkbox"/> MODIFIED FOR WHEELCHAIR BACHELOR <input type="checkbox"/> (SINGLE) 1 (DOUBLE) 2 3 4 5	
<p align="center">PART II DETERMINATION AND DECLARATION OF INCOME</p> <p align="center">LIST BELOW THE NAMES AND GROSS MONTHLY INCOME OF ALL PERSONS RESIDING AT THE ABOVE ADDRESS</p>			
FULL NAME(S) <small>Last/First/Initial</small>	BIRTH DATE <small>Day/Month/Year</small>	RELATIONSHIP TO TENANT	SOURCES OF INCOME
Johnson, Betty K	01/01/1972	TENANT	OAS/GIS
PART III AGREEMENT			CURRENT GROSS MONTHLY INCOME \$ 1283.94
I/We declare that the information given in this Application is true, correct and complete in all respects. I/We agree that BC Housing may audit the information provided in or with this Application (and any previous Application) at any time. I/We acknowledge and agree that the agreement on the reverse of the Application form part of and are material to the landlord's and BC Housing's acceptance of the Application. I/We permit BC Housing to contact anyone to obtain a report from any agency in order to confirm information provided. I/We request and authorize: Canada Revenue Agency; Human Resource Development Canada; Veteran's Affairs Canada, BC Ministry responsible for B.C. Employment and Assistance or the Employment and Assistance for Persons with Disabilities Acts ("income assistance") to give BC Housing a copy of any of my/our relevant documents, including: my last filed income tax return, and my/our application for Guaranteed Income Supplement, Spouse Allowance, Widowed (Extended) Spouse's Allowance, and income assistance.			TOTAL GROSS MONTHLY INCOME \$ 1283.94
Signed: <u>Betty Johnson</u>			LESS EMPLOYMENT ALLOWANCE <small>(See reverse for details)</small> n/a
Signed: _____			NET INCOME A \$ 1283.94
Signed: _____			CURRENT VALUE OF ASSETS
Date: <u>April 29th, 2024</u>			STOCKS / BONDS / TERM DEPOSITS \$ n/a
			CASH/ BANK BALANCE \$56.95
			REAL ESTATE HOLDINGS n/a
			OTHER (SPECIFY) n/a
			TOTAL VALUE OF ASSETS \$ \$56.95
			LESS EXEMPTION \$10,000
			NET VALUE OF ASSETS \$ \$0.00
			MONTHLY INCOME FROM ASSETS <small>(_____% OF NET ASSETS DIVIDED BY 12)</small> B \$ 0.00
			TOTAL MONTHLY INCOME (A + B = C) C \$ 1283.94
<p align="center">TO BE COMPLETED BY BC HOUSING / SOCIETY / CO-OP ONLY</p> <p align="center">PART IV CALCULATION OF TENANT RENT CONTRIBUTION AND SUBSIDY</p>			
ECONOMIC RENT 1 \$ 800			
30% OF C OR MINIMUM RENT 2 \$ 385			
+/- OTHER CHARGES (REBATES) 3 \$ 16 Heat Allowance			
TENANT RENT CONTRIBUTION (TRC) (2 +/- 3 = 4) \$ 369			
MARKET RENT MAXIMUM APPLIES? (IF YES, ENTER THE MARKET RENT) 5 \$ No			
Tenant pays lesser of TRC or Market Rent (if applicable)			
RENT SUBSIDY (1 - (4 OR 5) = 6) \$ 431 <small>Economic rent minus lesser of TRC or Market Rent (negative in brackets)</small>			
CHECK (ONE): <input type="checkbox"/> New Tenant <input checked="" type="checkbox"/> Annual Review <input type="checkbox"/> Other (Specify): _____		DATE May 13th, 2024	
OCCUPANCY DATE (DAY / MONTH / YEAR) 20/September/2008			
EFFECTIVE FROM (DAY / MONTH / YEAR) 25/May/20			
CLIENT TYPE (CHECK ONE): <input type="checkbox"/> Family <input type="checkbox"/> Single (45-54) <input type="checkbox"/> Single (18-44) <input checked="" type="checkbox"/> Senior (55+) <input type="checkbox"/> Person with Disability			
INCOME REVIEWED BY (SOCIETY/CO-OP REPRESENTATIVE) John Smith		APPROVED BY (BC HOUSING) Jane Buckley	
WHITE & YELLOW: BC HOUSING		PINK: SOCIETY OR CO-OPERATIVE	
		GREEN: TENANT OR COOP MEMBER	

**BC HOUSING****APPLICATION FOR RENT SUBSIDY**

Misrepresentation of the information requested herein, in writing or by omission, may result in recovery of rent subsidy funds in addition to any other remedies available in law or equity.

INSTRUCTIONS ON REVERSE FORM PART OF THIS APPLICATION. PLEASE READ CAREFULLY BEFORE YOU BEGIN

PART I: TENANT (OR COOP SHAREHOLDER) Show Surname, Given Name, Initial Smith, Sandy W.			BUSINESS PHONE NO. n/a	
ADDRESS: SUITE # (the "premises") 420		STREET 4555 Kings Rd	CITY Burnaby	HOME PHONE NO. 604-222-3333
POSTAL CODE V9Z 9Z9	BUILDING NAME Friendly Manor		BUILDING NO. 0289	
LANDLORD: SOCIETY/CO-OP NAME (IF APPLICABLE) Friendly Housing Society		UNIT SIZE (CIRCLE NUMBER OF BEDROOMS) BACHELOR 1 (SINGLE) 1 (DOUBLE) 2 <u>3</u> 4 5		
PART II DETERMINATION AND DECLARATION OF INCOME LIST BELOW THE NAMES AND GROSS MONTHLY INCOME OF ALL PERSONS RESIDING AT THE ABOVE ADDRESS				
FULL NAME(S) Last/First/Initial	BIRTH DATE Day/Month/Year	RELATIONSHIP TO TENANT	SOURCES OF INCOME	CURRENT GROSS MONTHLY INCOME
Smith, Sandy W.	01/01/1980	TENANT	Income Assistance	\$ n/a
Smith, Lisa L.	01/03/2007	Daughter		
Smith, David M.	06/08/2009	Son		
PART III AGREEMENT			TOTAL GROSS MONTHLY INCOME	\$ n/a
<p>I/We declare that the information given in this Application is true, correct and complete in all respects.</p> <p>I/We agree that BC Housing may audit the information provided in or with this Application (and any previous Application) at any time.</p> <p>I/We acknowledge and agree that the agreement on the reverse of the Application form part of and are material to the landlord's and BC Housing's acceptance of the Application.</p> <p>I/We permit BC Housing to contact anyone to obtain a report from any agency in order to confirm information provided.</p> <p>I/We request and authorize: Canada Revenue Agency; Human Resource Development Canada; Veteran's Affairs Canada, BC Ministry responsible for B.C. Employment and Assistance or the Employment and Assistance for Persons with Disabilities Acts ("income assistance") to give BC Housing a copy of any of my/our relevant documents, including: my last filed income tax return, and my/our application for Guaranteed Income Supplement, Spouse Allowance, Widowed (Extended) Spouse's Allowance, and income assistance.</p> <p>Signed: <u>Sandy Smith</u></p> <p>Signed: _____</p> <p>Signed: _____</p> <p>Date: <u>June 16th, 2024</u></p>			LESS EMPLOYMENT ALLOWANCE (See reverse for details)	n/a
			NET INCOME A	\$ n/a
			CURRENT VALUE OF ASSETS	
<p>STOCKS / BONDS / TERM DEPOSITS</p> <p>CASH/ BANK BALANCE</p> <p>REAL ESTATE HOLDINGS</p> <p>OTHER (SPECIFY)</p> <p>TOTAL VALUE OF ASSETS \$</p> <p>LESS EXEMPTION</p> <p>NET VALUE OF ASSETS \$</p> <p>MONTHLY INCOME FROM ASSETS (_____% OF NET ASSETS DIVIDED BY 12)</p> <p>TOTAL MONTHLY INCOME (A + B + C)</p>			\$ n/a	
			n/a	
			n/a	
			n/a	
			n/a	
			\$10,000	
			\$	
			B	\$
			C	\$ n/a
TO BE COMPLETED BY BC HOUSING / SOCIETY / CO-OP ONLY				
PART IV CALCULATION OF TENANT RENT CONTRIBUTION AND SUBSIDY				
ECONOMIC RENT 1			\$ 1100	
30% OF C OR MINIMUM RENT 2			\$ 725	
+/- OTHER CHARGES (REBATES) 3			\$ n/a	
TENANT RENT CONTRIBUTION (TRC) (2 +/- 3 = 4)			\$ 725	
MARKET RENT MAXIMUM APPLIES? (IF YES, ENTER THE MARKET RENT) 5			\$ No	
Tenant pays lesser of TRC or Market Rent (if applicable)				
RENT SUBSIDY (1 - (4 OR 5) = 6)			\$ 375	
<small>Economic rent minus lesser of TRC or Market Rent (negative in brackets)</small>				
INCOME REVIEWED BY (SOCIETY/CO-OP REPRESENTATIVE) Barry Grey			APPROVED BY (BC HOUSING) Jane Buckley	
			DATE July 16th, 2024	

WHITE & YELLOW: BC HOUSING

PINK: SOCIETY OR CO-OPERATIVE

GREEN: TENANT OR COOP MEMBER

SUP-1E

**BC HOUSING****APPLICATION FOR RENT SUBSIDY**

Misrepresentation of the information requested herein, in writing or by omission, may result in recovery of rent subsidy funds in addition to any other remedies available in law or equity.

INSTRUCTIONS ON REVERSE FORM PART OF THIS APPLICATION. PLEASE READ CAREFULLY BEFORE YOU BEGIN

PART I: TENANT (OR COOP SHAREHOLDER) Show Surname, Given Name, Initial White, Jane L.			BUSINESS PHONE NO. 604-111-2222	
ADDRESS: SUITE # (the "premises") 101		STREET 1234 Main St.	CITY Vancouver	HOME PHONE NO. 604-222-1111
POSTAL CODE V9Z 9Z9	BUILDING NAME Friendly Manor		BUILDING NO. 0289	
LANDLORD: SOCIETY/CO-OP NAME (IF APPLICABLE) Friendly Housing Society		UNIT SIZE (CIRCLE NUMBER OF BEDROOMS) BACHELOR 1 (SINGLE) 1 (DOUBLE) <u>2</u> 3 4 5		
PART II DETERMINATION AND DECLARATION OF INCOME LIST BELOW THE NAMES AND GROSS MONTHLY INCOME OF ALL PERSONS RESIDING AT THE ABOVE ADDRESS				
FULL NAME(S) Last/First/Initial	BIRTH DATE Day/Month/Year	RELATIONSHIP TO TENANT	SOURCES OF INCOME	CURRENT GROSS MONTHLY INCOME
White, Jane L.	01/01/1970	TENANT	Employment	\$ 842.83
Smith, James L.	01/03/1999	Son	Income Assistance	n/a
PART III AGREEMENT				
<p>I/We declare that the information given in this Application is true, correct and complete in all respects.</p> <p>I/We agree that BC Housing may audit the information provided in or with this Application (and any previous Application) at any time.</p> <p>I/We acknowledge and agree that the agreement on the reverse of the Application form part of and are material to the landlord's and BC Housing's acceptance of the Application.</p> <p>I/We permit BC Housing to contact anyone to obtain a report from any agency in order to confirm information provided.</p> <p>I/We request and authorize: Canada Revenue Agency; Human Resource Development Canada; Veteran's Affairs Canada, BC Ministry responsible for B.C. Employment and Assistance or the Employment and Assistance for Persons with Disabilities Acts ("income assistance") to give BC Housing a copy of any of my/our relevant documents, including: my last filed income tax return, and my/our application for Guaranteed Income Supplement, Spouse Allowance, Widowed (Extended) Spouse's Allowance, and income assistance.</p> <p>Signed: <u>Jane White</u></p> <p>Signed: <u>James White</u></p> <p>Signed: _____</p> <p>Date: <u>August 1st, 2024</u></p>				TOTAL GROSS MONTHLY INCOME \$ 842.83
				LESS EMPLOYMENT ALLOWANCE (See reverse for details) 200
				NET INCOME A \$ 642.83
CURRENT VALUE OF ASSETS				
STOCKS / BONDS / TERM DEPOSITS				\$ n/a
CASH/ BANK BALANCE				\$ 125.36
REAL ESTATE HOLDINGS				n/a
OTHER (SPECIFY)				n/a
TOTAL VALUE OF ASSETS \$				n/a
LESS EXEMPTION				\$10,000
NET VALUE OF ASSETS \$				\$ 0.00
MONTHLY INCOME FROM ASSETS (_____% OF NET ASSETS DIVIDED BY 12)				B \$ 0.00
TOTAL MONTHLY INCOME (A + B + C)				C \$ 0.00
TO BE COMPLETED BY BC HOUSING / SOCIETY / CO-OP ONLY				
PART IV CALCULATION OF TENANT RENT CONTRIBUTION AND SUBSIDY				
ECONOMIC RENT 1 \$ 1000				
30% OF C OR MINIMUM RENT 2 \$ 638				
+/- OTHER CHARGES (REBATES) 3 \$ n/a				
TENANT RENT CONTRIBUTION (TRC) (2 +/- 3 = 4) \$ 638				
MARKET RENT MAXIMUM APPLIES? (IF YES, ENTER THE MARKET RENT) 5 \$ No				
Tenant pays lesser of TRC or Market Rent (if applicable)				
RENT SUBSIDY (1 - (4 OR 5) = 6) \$ 362 (negative in brackets)				
PART V PURPOSE OF FORM				
CHECK (ONE): <input checked="" type="checkbox"/> New Tenant <input type="checkbox"/> Annual Review <input type="checkbox"/> Other (Specify): _____				
OCCUPANCY DATE (DAY / MONTH / YEAR) 1/September/2024				
EFFECTIVE FROM (DAY / MONTH / YEAR) 1/September/2024				
CLIENT TYPE (CHECK ONE): <input checked="" type="checkbox"/> Family <input type="checkbox"/> Single (45-54) <input type="checkbox"/> Single (18-44) <input type="checkbox"/> Senior (55+) <input type="checkbox"/> Person with Disability				
INCOME REVIEWED BY (SOCIETY/CO-OP REPRESENTATIVE) Barry Grey				
APPROVED BY (BC HOUSING) Jane Buckley				
DATE August 14, 2024				

WHITE & YELLOW: BC HOUSING

PINK: SOCIETY OR CO-OPERATIVE

GREEN: TENANT OR COOP MEMBER

SUP-1E

Compare 30% of income to min. rent for 1 person (\$167) and charge the higher of the two.

James:
Income assistance Flat rent for single person = \$445

BRC:
\$193
+ \$445
= \$638

**BC HOUSING****APPLICATION FOR RENT SUBSIDY**

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INSTRUCTIONS ON REVERSE FORM PART OF THIS APPLICATION. PLEASE READ CAREFULLY BEFORE YOU BEGIN

PART I: TENANT (OR COOP SHAREHOLDER) Show Surname, Given Name, Initial Top, Jane K.			BUSINESS PHONE NO.	
ADDRESS: SUITE # (the "premises") 205		STREET #4-1234 Main St.	CITY Vancouver	HOME PHONE NO. 604-555-6666
POSTAL CODE V6K 2K2	BUILDING NAME Happy Villa		BUILDING NO. 0285	
LANDLORD: SOCIETY/CO-OP NAME (IF APPLICABLE) Happy Villa Housing Society		UNIT SIZE (CIRCLE NUMBER OF BEDROOMS) BACHELOR 1 (SINGLE) 1 (DOUBLE) 2 3 4 5 <input type="checkbox"/> MODIFIED FOR WHEELCHAIR		
PART II DETERMINATION AND DECLARATION OF INCOME LIST BELOW THE NAMES AND GROSS MONTHLY INCOME OF ALL PERSONS RESIDING AT THE ABOVE ADDRESS				
FULL NAME(S) Last/First/Initial	BIRTH DATE Day/Month/Year	RELATIONSHIP TO TENANT	SOURCES OF INCOME	CURRENT GROSS MONTHLY INCOME
Top, Jane K.	01/01/1983	TENANT		\$
Top, William L.	01/02/1982	Spouse	Seasonal Employment Employment Insurance	See comments
Top, Shirley M.	02/03/2010	Daughter		
Top, Susan P.	02/03/2010	Daughter		
Top, Troy P.	03/04/2012	Son		
Top, Trevor A.	04/05/2016	Son		
PART III AGREEMENT		TOTAL GROSS MONTHLY INCOME \$See comments		
I/We declare that the information given in this Application is true, correct and complete in all respects.		LESS EMPLOYMENT ALLOWANCE (See reverse for details) See comments		
I/We agree that BC Housing may audit the information provided in or with this Application (and any previous Application) at any time.		NET INCOME A \$See comments		
I/We acknowledge and agree that the agreement on the reverse of the Application form part of and are material to the landlord's and BC Housing's acceptance of the Application.		CURRENT VALUE OF ASSETS		
I/We permit BC Housing to contact anyone to obtain a report from any agency in order to confirm information provided.		STOCKS / BONDS / TERM DEPOSITS \$ 0		
I/We request and authorize: Canada Revenue Agency; Human Resource Development Canada; Veteran's Affairs Canada, BC Ministry responsible for B.C. Employment and Assistance or the Employment and Assistance for Persons with Disabilities Acts ("income assistance") to give BC Housing a copy of any of my/our relevant documents, including: my last filed income tax return, and my/our application for Guaranteed Income Supplement, Spouse Allowance, Widowed (Extended) Spouse's Allowance, and income assistance.		CASH/ BANK BALANCE \$ 0		
Signed: <i>Jane K. Top</i>		REAL ESTATE HOLDINGS \$ 0		
Signed: <i>William L. Top</i>		OTHER (SPECIFY) \$ 0		
Signed: _____		TOTAL VALUE OF ASSETS \$ 0		
Date: <i>October 16th, 2024</i>		LESS EXEMPTION \$10,000		
		NET VALUE OF ASSETS \$ 0		
		MONTHLY INCOME FROM ASSETS (_____% OF NET ASSETS DIVIDED BY 12) B \$ 0		
		TOTAL MONTHLY INCOME (A + B + C) C \$See comments		
TO BE COMPLETED BY BC HOUSING / SOCIETY / CO-OP ONLY				
PART IV CALCULATION OF TENANT RENT CONTRIBUTION AND SUBSIDY				
ECONOMIC RENT 1 \$ 1200				
30% OF C OR MINIMUM RENT 2 \$ 656				
+/- OTHER CHARGES (REBATES) 3 \$ 66				
TENANT RENT CONTRIBUTION (TRC) (2 +/- 3 = 4) 4 \$ 590				
MARKET RENT MAXIMUM APPLIES? (IF YES, ENTER THE MARKET RENT) 5 \$ n/a				
Tenant pays lesser of TRC or Market Rent (if applicable)				
RENT SUBSIDY (1 - (4 OR 5) = 6) 6 \$ 610 (negative in brackets)				
PART V PURPOSE OF FORM				
CHECK (ONE): <input type="checkbox"/> New Tenant <input checked="" type="checkbox"/> Annual Review <input type="checkbox"/> Other (Specify): _____				
OCCUPANCY DATE (DAY / MONTH / YEAR) 30/02/2019				
EFFECTIVE FROM (DAY / MONTH / YEAR) 01/11/2024				
CLIENT TYPE (CHECK ONE): <input checked="" type="checkbox"/> Family <input type="checkbox"/> Single (45-54) <input type="checkbox"/> Single (18-44) <input type="checkbox"/> Person with Disability <input type="checkbox"/> Senior (55+)				
INCOME REVIEWED BY (SOCIETY/CO-OP REPRESENTATIVE) Barry Grey		APPROVED BY (BC HOUSING) Jane Buckley		
		DATE November 16, 2024		

WHITE & YELLOW: BC HOUSING

PINK: SOCIETY OR CO-OPERATIVE

GREEN: TENANT OR COOP MEMBER

SUP-1E

William:
Previous Year's income from ITR Employ: \$18,894
EI: \$8,125
- \$27,019
Less employment allowance for 4 months:
- \$800
= \$26,219
/12 months
= \$2185
x 30%
= \$655.50

Compare 30% of income to min. rent for 6 people (\$494) and charge the higher of the two.

BRC: = \$656

H. Case Studies – Determining the Tenant Rent Contribution

Case Study #1

An 18-year-old full-time student named Jennifer is moving into a two-bedroom unit in Kelowna with her one-year-old daughter. Jennifer will be responsible for paying her own electric heating bill. She submits her Rent Form with all supporting documentation, including details of her student loans, student grant, child support payments through the Family Maintenance Enforcement Program, government child benefits, and employment income from her regular part-time job.

1) Determine Household Composition

Since Jennifer is the primary tenant and is a full-time student, proof of student status is not required. She and her daughter are considered to be a family group of two.

2) Determine Income Sources and Amounts

On her Rent Form, Jennifer has declared the following income sources and amounts:

Income Source	Monthly Amount	Include/Exclude
Student loan	\$1950	Excluded
Student grant	\$200	Excluded
Employment income	\$450 bi-weekly	Included
Child support (FMEP)	\$300	Included
Canada Child Tax Credit and National Child Benefit Supplement	\$298.49	Excluded
Universal Child Care Benefit	\$100	Excluded
BC Childcare Subsidy	\$750	Excluded
Assets	Amount	Include/Exclude
Bank account balance	\$60.52	First \$10,000 Excluded

Because Jennifer does not receive any income from Income Assistance, her TRC will be 30 per cent of income or the Minimum Rent. Her average gross monthly income for the rent calculation is as follows:

Employment Income:

Jennifer is employed part-time throughout the year, and earns \$450 bi-weekly. Her average monthly employment income is calculated as follows:

	\$ 450.00	
x	26	Payments
=	\$ 11,700.00	
÷	12	Months
=	\$ 975.00	
-	\$ 200.00	Employment allowance
=	\$ 775.00	

Child Support:

Jennifer receives regular child support payments through FMEP of \$300/month.

Gross Monthly Income:

	\$ 775.00	Employment income
+	\$ 300.00	Child support
=	\$ 1,075.00	

Jennifer's gross monthly income is \$1,075 per month.

3) Use 30 per cent of Income or Minimum Rent to Determine Basic Rent Contribution

	\$ 1,075.00
x	30%
=	\$ 322.50

Compare this amount to the Minimum Rent for a two-person household (\$256) and charge the greater of the two.

Jennifer's Basic Rent Contribution is \$323 per month.

4) Apply Surcharges/Allowances to Determine Tenant Rent Contribution

Jennifer is eligible for the BC heat allowance because she is responsible for paying her own electric heating bill. The electric heat allowance for a two-bedroom unit in the Southern Interior is \$35/month.

	\$ 322.50	Basic Rent Contribution
-	\$ 35.00	Heat allowance
=	\$ 287.50	TRC

Jennifer's TRC is \$287.50 per month.

Case Study #2

Joe is a taxi driver living in a four-bedroom townhouse in Vancouver with his wife, Anna, two daughters (ages 4 and 9), one son (age 6), and his mother, Barb. Anna provides daycare in their home, and Barb is a 74-year-old retired teacher. The family has to pay the natural gas heating for their unit.

Joe has been asked to submit a Rent Form and supporting documentation as part of the regular Annual Review. Since Joe and Anna are self-employed, they each submit their ITRs, NOAs, Statements of Business or Professional Activities, and bank statements. Barb submits her pension statements and bank statements.

1) Determine Household Composition

Joe, Anna, and their three children are considered one family group of five **(family group #1)**.

Barb is in a separate family group of one **(family group #2)**.

2) Determine Income Sources and Amounts

Income	Monthly Amount	Include/Exclude
Joe's self-employment income	\$1,538.30	Included
Anna's self-employment income	\$835	Included
Barb's RIF monthly Income	\$250	Included
Barb's teacher's pension	\$735	Included
Barb's CPP	\$837	Included
Barb's OAS/GIS	\$545 (OAS)	Included
Barb's RRIF	\$250	Included
Canada Child Tax Credit and National Child Benefit Supplement	\$854	Excluded
Universal Child Care Benefit	\$200	Excluded
Assets	Amount	Include/Exclude
Joe and Anna (RRSP)	\$20,000	Exclude
Joe and Anna (RESP)	\$22,000	Exclude
Barb (RRIF Fund)	\$33,000	Exclude as asset (monthly RRIF payment included as income)
Joe/Anna's Bank account balance	\$232.65	First \$10,000 Excluded
Barb's Bank account balance	\$102.85	First \$10,000 Excluded

Because neither family group receives Income Assistance, their TRC will be 30 per cent of household income or the Minimum Rent.

Family Group #1

Joe's Self-employment Income:

Using the Business Income Calculation Worksheet, Joe's gross monthly income works out to:

	\$ 1,538.30	
-	\$ 200.00	Employment allowance
=	\$ 1,338.30	

Anna's Self-employment Income:

Using the Business Income Calculation Worksheet, Anna's gross monthly income works out to:

	\$ 835.00	
-	\$ 200.00	Employment allowance
=	\$ 635.00	

Family Group #1's total gross monthly income (Joe's plus Anna's) is \$1,973.30

Family Group #2

Barb's Income:

Barb's bank statements show a monthly income of \$250 from her RRIF, and her pension statements indicate the following gross monthly amounts:

	\$ 735.00	Teacher's pension
+	\$ 837.00	CPP
+	\$ 545.00	OAS
+	\$ 250.00	RRIF
=	\$ 2,367.00	

Family Group #2's total gross monthly income is \$2,367.

3) Determine 30 per cent of income or Minimum Rent for each family group

Family Group #1

Total gross monthly income:

	\$ 1,973.30
x	30%
=	\$ 591.99

Compare this to the Minimum Rent for a five-person household (\$432), and charge the higher of the two.

Family Group #1's rent contribution is \$592

Family Group #2

Total gross monthly income:

	\$ 2,367.00
x	30%
=	\$ 710.10

Compare this to the Minimum Rent for a one-person household (\$167), and charge the higher of the two. **Family Group #2's rent contribution is \$710.10**

4) Add the rent contributions for each family group to determine the Basic Rent Contribution

	\$ 592.00	Family group #1 rent contribution
+	\$ 710.00	Family group #2 rent contribution
=	\$ 1,302.00	Basic Rent Contribution

The household's Basic Rent Contribution is \$1,302

5) Apply surcharges/allowances to determine Tenant Rent Contribution

Joe is eligible for the BC heat allowance because he pays his own natural gas heating bill. The natural gas heat allowance for a four-bedroom unit in Lower Mainland is \$82/month.

	\$ 1,302.00	Basic Rent Contribution
-	\$ 82.00	Heat allowance
=	\$ 1,220.00	Tenant Rent Contribution

The household's TRC is \$1,220 per month.