



What is The Housing Registry?

The Housing Registry is a service provided by BC Housing that provides comprehensive and conveniently located housing information services to Housing Providers as well as Applicants seeking affordable housing.

The Housing Registry provides a centralized database of current applicant information that non-profit and co-operative providers of rent-geared-to-income and/or affordable market rent units access to fill units as they become available.

Benefits of joining The Housing Registry

1. Efficiency

The Housing Registry staff interact directly with applicants on your behalf, reducing your administration time and expense.

As you do not need to receive, process and update applicant information, valuable staff resources can be freed up for other priorities.

You will not be duplicating the efforts of other housing providers by keeping information on the same applicants.

2. Autonomy

As units become available, you continue to be responsible for resident or member selection, as defined in your operating agreement with BC Housing, and follow your own resident selection procedures.

You can access applicant information online when you need it.

3. Up-to-date Information

The Housing Registry processes applications for housing and updates the applicant database on a regular basis.

Your membership in The Housing Registry will enable more accurate information about the demand for affordable housing to be collected.

4. Choice

You can choose the level of interaction you would like to have with applicants – either collecting and forwarding applications on behalf of The Housing Registry or simply directing all applicants to The Housing Registry website or to a BC Housing office.

- ✓ **Free** - there is no cost for approved users.
- ✓ **Easy** to use.
- ✓ **Automates** manual processes.
- ✓ Housing providers **control** when they have contact with applicants.
- ✓ **Eliminates** the need to maintain extensive applicant files.
- ✓ Housing providers can **enter information directly** into the system.
- ✓ **Data integrity** is built into the program.
- ✓ **On-line rent calculation** available for registry members.

How to Join The Housing Registry

Follow these easy steps to join The Housing Registry:

1. [Click here](#) to send an email to The Housing Registry or fill out the form below.
2. The Housing Registry will send you a **Housing Registry User Agreement**.
3. Review and sign the User Agreement and return it to The Housing Registry.
4. Staff at The Housing Registry will contact you to arrange for the transfer of your existing applicant files, if applicable.
5. The Housing Registry will provide training on the use of the database and issue user IDs and passwords for online access.
6. Start using The Housing Registry.

We would like to join The Housing Registry!

Please check one: Non-profit Co-operative Housing

Provider Name: _____

Address: _____

Postal Code: _____

Contact Name: _____

Position: _____

Phone: _____

Fax: _____

Email: _____

Send the form to The Housing Registry:

Email: HousingRegistry@bchousing.org

Fax: 604-439-4729

Mail: **The Housing Registry**

1701 - 4555 Kingsway, Burnaby, BC V5H 4V8

