

Application Process

1. Complete Application Form.
2. Submit completed form to turnockmanor@bchousing.org
3. If you are being considered for a unit at Turnock Manor, BC Housing will contact you to gather additional information and will complete reference and credit checks.
4. Units will be assigned based on the information provided in this application. However, there is no guarantee that all preferences can be met.
5. If a unit is being offered, an appointment will be made to sign the Tenancy Agreement and for payment of the damage deposit and pet deposit (if applicable).

Important:

Incomplete applications will not be considered. Please make sure application is completed in full.

Applicants who fail to provide required information or false or misleading information are ineligible.

More Information

Visit www.bchousing.org/turnock-manor for more information on Turnock Manor, building features and amenities and rental rates.

Overview

BC Housing, through the Provincial Rental Supply program is working to increase the supply and range of affordable and appropriate rental housing options for low to middle income households across British Columbia.

Turnock Manor, a 64 unit building in Maple Ridge has been acquired under the Provincial Rental Supply program. There are no subsidies available and all units are rented at a fair market rent.

Eligibility

Applications will be considered from current residents of British Columbia with a preference given to those who live and / or work in Maple Ridge or neighboring communities.

Unit type	Maximum # Tenant / Occupants	Maximum Household Income (annual)
Studio	1	\$82,310
1 bedroom	2	
1 bedroom + den	3	
2 bedrooms	4	\$128,810

*2023 Low- and Moderate-Income Limits

Note: There are no wheelchair modified units at Turnock Manor

Other Information

Smoke-free Housing

Turnock Manor is a smoke-free building. Smoking is prohibited everywhere on the property, including all units, common areas, balconies, and patios. This applies to tenants, occupants, and guests. "Smoking" includes vaping and the inhaling, exhaling, burning or use of tobacco or other products whose use generates smoke. Tenants must sign a Smoke-free addendum to the Tenancy Agreement.

Pet Policy

Tenants are allowed one four-legged pet (cat or dog). Pet must be spayed or neutered, and proof of vaccination required. Other restrictions apply as per the Pet Policy.

Turnock Manor

Affordable Market Rental Application

FOR OFFICE USE ONLY

File:

Date:

Please Print Clearly

1. Applicant Information

List yourself, then all other household members. If required, attached separate sheet for more names.

	Last Name	First name(s)	Relationship to Applicant	Date of birth (dd/mm/yyyy)
1.			Self	
2.				
3.				
4.				

1a. (Optional) Do you or anyone in your household identify as being an Indigenous person of Canada?

- Prefer not to answer
 No
 Yes
 If yes, please select the option that best describes your Indigenous identity:
 First Nations
 Métis
 Inuit
 Other

Note: Question is optional. Data is collected for planning and reporting purposes and does not impact eligibility for housing.

2. Contact Information

Primary Phone #	Alternate Phone #
Work phone #	Email:

3. Residence History *Details on where you and your co-applicant (if applicable) have lived for a minimum of the last five years.*

3a. First Applicant

Address (full address with postal code)	Rent or Own	How Long? (months/years)	Monthly Rent	Reason for Leaving
Current Address	<input type="checkbox"/> Rent <input type="checkbox"/> Own			
Previous Address	<input type="checkbox"/> Rent <input type="checkbox"/> Own			
Previous Address	<input type="checkbox"/> Rent <input type="checkbox"/> Own			

3b. Co-applicant (if applicable) *Only list if different*

Address (full address with postal code)	Rent or Own	How Long? (months/years)	Monthly Rent	Reason for Leaving
Current Address	<input type="checkbox"/> Rent <input type="checkbox"/> Own			
Previous Address	<input type="checkbox"/> Rent <input type="checkbox"/> Own			
Previous Address	<input type="checkbox"/> Rent <input type="checkbox"/> Own			

Note: If being considered for an available unit, additional details on past landlords will be required to complete reference checks.

5. Income Information

Do you work in Maple Ridge or a neighboring community? No Yes

If yes: In what community do you work? _____ Employer Name: _____

Note: Preference will be given to residents who live and / or work in Maple Ridge or a neighboring community.

In the table below, list yourself first and then all others who would be living in the unit with you.

Name	Current Income Source (employer name, Employment Insurance, Pensions, other)	Current Gross Monthly Income	Annual Income (Line 150 of your 2020 Income Tax Assessment)
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Gross Household Income		\$	\$

Note: If being considered for an available unit, proof of income will be required to confirm eligibility.

6. Preferences

BC Housing will be matching applicants to available units. The answers below will be taken into consideration, however, there is no guarantee that all requests can be met.

6a. What size unit are you interested in?

Studio One Bedroom One Bedroom & Den Two Bedroom

6b. Do you have preference for floor?

No Floor Preference Ground Floor 2nd floor 3rd Floor 4th Floor

6c. Are you interested in a parking spot? Yes No

Note: One parking stall per unit for \$30 per month. Additional parking stalls may be made available after building occupancy on a first come first serve basis, subject to availability. BC Housing reserves the right to limit the number of spots per unit.

7. Applicant Statements

Visit www.bchousing.org/turnock-manor for samples of the Non-Smoking Agreement, Crime Free Addendum and Pet Policy.

7a. I/We are willing to sign a non-smoking agreement? Yes No

7b. I/We are willing to sign a crime free addendum Yes No

7c. I/We presently insure our belongings and for third party liability Yes No

Note: Landlords are not responsible for tenants' possessions. If accepted, you must carry tenants' insurance covering your possessions and protecting you against liability. Proof will be required.

7d. Animals

I/We have a registered Seeing Eye Dog: Yes No I/We have pets? Yes No

Please provide the following information for all household pets (do not include registered seeing eye dogs).

Type	How Many	Willing to Rehome?	Describe:
Dog		<input type="checkbox"/> Yes <input type="checkbox"/> All but one <input type="checkbox"/> No	
Cat		<input type="checkbox"/> Yes <input type="checkbox"/> All but one <input type="checkbox"/> No	
Other		<input type="checkbox"/> Yes <input type="checkbox"/> All but one <input type="checkbox"/> No	

Note: Limit of one, 4- legged pet (cat or dog) per unit. Pet must be registered, and proof of spay/neuter and vaccinations will be required. A Pet Deposit of \$250 will apply.

PLEASE READ AND SIGN

I/We declare:

- This is my/our application; and
- All the information in it is correct and complete to the best of my/our knowledge.

I/We acknowledge and understand that:

- this application is not an agreement on the part of BC Housing to provide me/us with housing.
- false information given by me/us may result in my/our application being removed from consideration.
- this application is being used to for the purpose of the initial renting of Turnock Manor in Maple Ridge. Once the building is fully occupied, this application will no longer be valid. BC Housing will post information online at www.bchousing.org/turnock-manor regarding the application process for future vacancies.
- If my/our application is being considered, BC Housing will request and gather additional information to confirm eligibility for an affordable market rent unit at Turnock Manor and to assess my/our ability to uphold the obligations of a tenancy agreement and it is my/our responsibility to promptly provide or cause to be provided the information requested.
- By signing this application, I/We hereby give BC Housing permission to obtain credit and/or personal reports on me/us from one or more agencies or individuals. I/We authorize agencies or individuals to provide whatever such information they may have to BC Housing relative to an assessment of this application.

Print Name of Applicant	Signature of Applicant	Date
Print Name of Additional Applicant	Signature of Additional Applicant	Date
Print Name of Additional Applicant	Signature of Additional Applicant	Date
Print Name of Additional Applicant	Signature of Additional Applicant	Date

This application must be signed by all household members age 19 and older.

Next Steps:

1. Submit completed and signed application to: turnockmanor@bchousing.org
2. BC Housing will only be contacting applicants who are being considered for a unit. Those applicants will be asked to provide additional information, including proof of income, name and contact details for current and previous landlord(s) or other references and consent for a credit check.
3. If an offer is made, an appointment will be scheduled to sign tenancy agreement and for payment of Damage Deposit and Pet Deposit (if applicable). At that point there may be an opportunity to view a sample unit if BC Housing has access to the building. There is no guarantee that applicants will be able to view the unit they are being offered.
4. Save a copy of the completed application form

Purpose of this form: This form collects personal information for contact purposes and to determine eligibility for an Affordable Market rent unit at Turnock Manor in Maple Ridge BC. The information is collected in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your information, please call 604-433-1711 and ask to speak to BC Housing's Privacy Officer or write to 4555 Kingsway, Burnaby, BC, V5H 4V8.