



Ki-Low-Na Friendship Society

HOUSING APPLICATION

Please fill out this application completely. **Incomplete applications will not be considered.**

This application form collects information for the following purposes:

- to determine eligibility for our housing and;
- to assess housing need.

All of our housing units are *affordable rental housing*. **Utilities are not included in the rent.** All tenancies are subject to the *B.C. Residential Tenancy Act* and regulations. Tenants are responsible for the full and timely payment of rent.

Our housing is available to all qualifying community members regardless of race, religion, gender, gender identity, sexual orientation, or national origin.

How the application process works:

1. All applicants must complete *Part 1: Pre-Eligibility Checklist* to determine if they are potentially eligible to apply for our housing. If applicants are potentially eligible after completing *Part 1*, an application must be completed and submitted along with any required documents.
2. All submitted applications will be reviewed by a selection committee. Applicants that meet eligibility criteria will be contacted for an interview. **Only applicants selected for an interview will be contacted.**
3. An interview will be scheduled. All interviews are conducted during normal business hours (Monday – Friday, 9:00 am – 4:00 pm) at the Housing Office.
4. Successful applicants will be contacted to set-up a move-in date, or to be added to the wait-list.

Contact us:

Telephone (Housing Office): (236) 420-2992

Fax: (250) 861-5514 (Att'n: Property Administrator)

E-mail: propertymanager@kfs.bc.ca

Housing Office: 1745 Chapman Place
Kelowna, BC V1Y 0E7

If you have any questions, or need help completing this application, please contact the Housing Office.

Part 1: Pre-Eligibility Checklist

Please complete this pre-eligibility self-determination checklist, by checking-off the appropriate answers, to determine if you are potentially eligible to apply for our housing.

- Yes No Are you a Canadian citizen, legal permanent resident of Canada, or a refugee with legal status to live in Canada?
- Yes No Are you a current resident of British Columbia?
- Yes No Are you 19 years of age or older?
- Yes No Is your gross (before taxes) monthly household income, *from all sources*, at least \$1,000.00 per month, **and** less than \$3,500.00 per month?

If you answered 'No' to any of the above questions, you will not qualify for our housing.

- Yes No Do you have pets of any kind (including 'therapy animals', but not including guide animals certified under the *B.C. Guide Animal Act*)?
- Yes No Are there more than six (6) people in your household?

If you answered 'Yes' to any of the above questions, you will not qualify for our housing.

Occupancy of all of our housing units is subject to standards set forth by BC Housing and other governing agencies. All households must be able to abide by these standards.

1. No more than two (2) adults (over 19 years of age) per bedroom.
2. No more than two (2) adults in a studio apartment.
3. Up to two (2) minors (under 19 years of age) may occupy the same bedroom if:
 - a. They are both of the same gender if over the age of six (6).
 - b. They are of different genders ONLY if under the age of six (6).
4. No minor can occupy the same bedroom as an adult.
5. No minor can occupy a studio apartment along with an adult.
6. With the exception of studio apartments, no rooms other than bedrooms may be used as a bedroom space for any occupant.
7. No animals of any kind are permitted in any housing unit at any time, for any reason *except* for guide animals certified under the *B.C. Guide Animal Act* and regulations.
8. No smoking is allowed in any buildings, apartments, on balconies, or in common areas (except for designated smoking areas) at any time, for any reason. This includes medicinal use of marijuana.

Are you and your household able to abide by all of these standards? Yes No

If you answered 'No' to this question, you will not qualify for our housing.

*Please complete the remaining sections of this application and submit it **only** if you qualify after completing this section.*

Part 2: Application for Housing

If you have completed a housing application with another housing provider, or with the *BC Housing Registry*, please feel free to attach a copy of that application and only fill in sections of this application that request information not available on those applications. **All applicants must complete Parts 3 and 4.**

Please use an additional sheet if you need more space.

1. Applicant(s)

Last Name	First Name	Initial

2. Contact Information

Home address:

Street Address	City	Prov.	Postal Code
		BC	

Mailing address (if different from home address):

Street Address	City	Prov.	Postal Code

Phone & e-mail:

Home Phone	Cell Phone	Work Phone	E-mail

*Authorized contact:

Contact Name	Phone Number	Relationship to Applicant

*If you provide an authorized contact, you are giving permission for the Ki-Low-Na Friendship Society to exchange information with that authorized contact in order to maintain and update your information. To remove an authorized contact, please contact the Housing Office.

3. Household Information

(a) List yourself and all other household members:

Last Name	First Name & Initial	Relationship to Applicant	Birth Date (yyyy/mm/dd)	Age	Gender	*Born in Canada?
		Self				

An adult household member (over 19 years of age) must have legal custody or guardianship of any household members under 19 years of age. Proof of custody may be requested.

Please provide copies of government-issued identification for all household members over 19 years of age.

(b) *For each household member not born in Canada, please indicate their current residency status in Canada.

Please be prepared to provide documentation of legal residency or immigrant status upon request.

4. Residency History

(a) Please provide information on where you have lived for the last five years, listing your current residence first:

Rental Address (street, city, prov.)	From (yyyy/mm/dd)	To (yyyy/mm/dd)	Landlord Name	Landlord Phone	Reason for Leaving

(b) Please provide the residency history of all adults in the household who are 19 years of age or older:

Rental Address (street, city, prov.)	From (yyyy/mm/dd)	To (yyyy/mm/dd)	Landlord Name	Landlord Phone	Reason for Leaving

Please explain any gaps in residency history:

As part of the process of evaluating applicants, we will contact previous landlords.

(c) Do you owe any money to previous landlords? Yes No Amount owing: \$ _____
Reason for debt:

You must have a repayment agreement in place and provide a copy of the agreement upon request.

(d) Please provide information about your current housing:

Rent ► Monthly Rent: \$ _____ Own ► Monthly Payment: \$ _____

Are you currently in a fixed-term lease? Yes No
If yes, what date does your lease end? _____
(yyyy/mm/dd)

Please be prepared to provide proof of rent/housing payment upon request.

5. Household Income

Household income and income source are determining factors in assessing eligibility for housing. Each household member over 19 years of age must declare their income and assets.

(a) Please list the income sources and gross (before taxes and deductions) income amounts for all household members who are 19 years of age or older:

Name	Income Source	Gross Monthly Income
	<input type="checkbox"/> Employment <input type="checkbox"/> E.I. <input type="checkbox"/> BC Benefits <input type="checkbox"/> Pensions <input type="checkbox"/> Other: _____	\$
	<input type="checkbox"/> Employment <input type="checkbox"/> E.I. <input type="checkbox"/> BC Benefits <input type="checkbox"/> Pensions <input type="checkbox"/> Other: _____	\$
	<input type="checkbox"/> Employment <input type="checkbox"/> E.I. <input type="checkbox"/> BC Benefits <input type="checkbox"/> Pensions <input type="checkbox"/> Other: _____	\$
	<input type="checkbox"/> Employment <input type="checkbox"/> E.I. <input type="checkbox"/> BC Benefits <input type="checkbox"/> Pensions <input type="checkbox"/> Other: _____	\$
	<input type="checkbox"/> Employment <input type="checkbox"/> E.I. <input type="checkbox"/> BC Benefits <input type="checkbox"/> Pensions <input type="checkbox"/> Other: _____	\$
	<input type="checkbox"/> Employment <input type="checkbox"/> E.I. <input type="checkbox"/> BC Benefits <input type="checkbox"/> Pensions <input type="checkbox"/> Other: _____	\$
Total gross monthly household income:		\$

(b) Are there any other considerations regarding income, employment, assets, or income sources listed in (a) that you would like us to be aware of as we consider your application? (please attach a separate sheet if necessary)

*Please submit proof of income with your application including: bank statements, recent (within the last two months) cheque stubs, letters from current employers, proof of educational funding (for students), or refugee sponsorship. **If your application does not include proof of income documentation, your application will not be considered. Proof of income and assets must be attached for all household members declaring income and/or assets.***

6. Additional Information

(a) Which housing project(s) are you interested in? (please list in order of preference)

(b) What size of unit are you applying for? _____

(c) Do you have a floor preference? Yes No Floor preference: _____

(d) Do you need a disability suite? Yes No

If 'yes', do you have a live-in caregiver? _____

(d) Do you need/want a parking space? Yes No (additional monthly fees may apply)

(e) Is there any other information you would like to give us in order for us to consider your application? (please attach a separate sheet if necessary)

7. References

As a part of the assessment process, we will contact previous landlords and other individuals for references. In addition to your previous landlords listed in Section 4, please provide at least two personal references. They must be non-family members who have known you for at least two years.

Name	Phone

Part 3: Limits to Services & Confidentiality

The Ki-Low-Na Friendship Society (KFS) provides affordable housing, and upon request and where appropriate, referrals to KFS programs and services and/or outside agencies.

All information shared in this application, and with housing program staff, is kept confidential and will only be shared with the Applicant's consent, with the following exceptions:

1. We must break confidentiality as governed by law in the following circumstances:
 - a. We must report incidents of child neglect or abuse if the child is a person less than 19 years of age.
 - b. We must act to prevent a person from doing serious harm to themselves or others.
 - c. KFS files may be subpoenaed, and if so, we are bound by law to testify and/or surrender files.
2. Some information is collected for required statistical reporting purposes to governmental and other agencies. No names or other identifying factors are attached to this information.
3. Some information is collected for the purposes of determining eligibility for housing and appropriate housing placement. This information will not be released to any third parties without Applicant's consent.
4. If any person has an untreated active communicable disease that presents a threat to others, KFS staff may have the duty to report this to public health authorities.
5. Housing staff may exchange information at case conferences. Any person present at such meetings is bound by confidentiality.

Applicant files and all contents are the property of KFS. Any papers or documents given by the Applicant to KFS will be returned to the Applicant at the conclusion of services, if requested.

Services will be terminated, and applications will be rejected if an Applicant or any other persons connected with the Applicant makes threats and/or directs inappropriate language or behaviour towards KFS staff or other agencies and staff, including government staff and/or agencies; or asks KFS staff to do anything that is illegal or unethical.

By signing the *Application Declaration (Part 4)*, applicants acknowledge and understand all provisions in this Part.

Part 4: Application Declaration

I/we declare:

- that this is my/our application; and
- all of the information contained within it, and attached with it, is correct and complete to the best of my/our knowledge.

I/we authorize:

- the Ki-Low-Na Friendship Society (KFS) to make any inquiries that are necessary in order to verify information given in this application;
- KFS to receive and exchange with credit bureaus and my/our previous landlords, credit and other tenancy information about me/us, to be used in the decision-making process to provide me/us with housing.

I/we understand:

- that this application is not an agreement on the part of KFS to provide me/us with rental accommodation, or to assist me/us in any way to secure housing;
- that false information or false documentation provided by me/us will result in my/our application being rejected;
- that if I/we refuse an offer of housing, our application will be cancelled, and;
- that my/our application will be kept on-file for a maximum of six months *unless* I/we contact the Housing Office to keep the application active.

I/we have read and fully understand the provisions in Part 3.

This application must be signed by all household members 19 years of age or older.

Applicant Name(s) (Printed)	Signature of Applicant(s)	Date (yyyy/mm/dd)

Application Submission Instructions

The following documents must accompany this application in order to activate it:

- Proof of income, such as copies of: cheque stubs, bank statements showing direct deposits, letters from employers, proof of educational funding, or refugee sponsorship, etc.
- Copies of bank statements and other documents from financial institutions showing the value of all assets for all household members over 19 years of age.
- Copies of identification (driver's license or other government-issued ID) of all household members over 19 years of age.

The following documents may need to be provided, upon our request, to determine housing eligibility; however, they do not need to accompany this application in order to activate it:

- Proof of custody of household members under 19 years of age.
- Copy of Canadian birth certificate(s) for all members born in Canada.
- Copies of citizenship or immigration documents (for those born outside of Canada).
- Copy of proof of student status (for any household members 19 years of age or older who are full-time students).
- Repayment agreement with previous landlord (if there is a debt owing to a previous landlord).
- Copy of most recent rent receipt, copy of current tenancy agreement stating current rent amount, or copy of documents stating current monthly mortgage payment.

Send completed applications with supporting documents to:

Mail: Ki-Low-Na Friendship Society
Housing Applications
1745 Chapman Pl
Kelowna, BC V1Y 0E7

Fax: (250) 861-5514 (Att'n: Property Administrator)

Email: propertymanager@kfs.bc.ca

In-person: 1745 Chapman Place, Kelowna, BC **OR** 442 Leon Avenue, Kelowna, BC

Incomplete applications, or applications that do not have the required documents accompanying them, will not be considered.

Make sure this application is signed by all household members over the age of 19. Applications that are not properly signed will not be considered.

For office use only:

Date Received: _____ Initial Approval (Y/N): _____

Applicant Contacted (Y/N): _____ Date Contacted: _____

Interview (Y/N): _____ Interview Date: _____

On-file until (date): _____

Notes: