

**Who is eligible to receive housing assistance?**

- Applicants shall be 19 years or older and a member of Penticton Indian Band.
- Applicants may be required to provide verification of household income in order to confirm their ability to manage the monthly rental payments and other associated costs or charges.
- Applicants shall pay the first months' rent plus ½ of one months' rent as a security deposit, prior to taking occupancy of the unit.
- Applicants may be required to sign a declaration/financial disclosure form authorizing Penticton Indian Band to verify income, credit history as part of the application.

**Who is not eligible?**

- Any applicant with rental arrears and/or outstanding accounts with Penticton Indian Band until the outstanding accounts have been paid off or until the applicant has entered into a repayment agreement with the Band and paid the agreed upon monthly instalments on the due date of the instalments for a minimum of six consecutive months.
- Any applicant that has a history of poor tenancy (cited for rental agreement violations where notice to correct or vacate was issued) except where the applicant can provide documentation of acceptable tenancy for a consecutive 2 year period.

**Occupancy Guidelines**

Based on the information provided in the social housing application and confirmed by the housing department, the following guidelines shall determine the unit type (number of bedrooms) an applicant is eligible for based on the National Occupancy Guidelines definition of suitable housing (housing that has enough bedrooms for the size and make-up of resident households). Enough bedrooms means one bedroom for each cohabiting adult couple; unattached household member 18 years of age and over; same-sex pair of children under age 18; and additional boy or girl in the family, unless there are two opposite sex children under 5 years of age, in which case they are expected to share a bedroom.

**How will you be notified about the status of your application?**

Within 30 days of receiving your application, the housing department will:

- a) Review the application to confirm that it is complete.
- b) Verify information provided in the application and may conduct an in-person interview with the applicant(s).
- c) Shall provide written notification to the applicant to confirm eligibility. If the application is ineligible, the housing department shall confirm the reason(s) for ineligibility.

The information requested in this application is based on the housing policy approved by Penticton Indian Band. The purpose of the application is to collect information which shall confirm whether the applicant(s) are eligible to receive housing assistance, and the priority of their request for housing assistance.

**Step 1- Complete the application**

1. The application shall be completed in ink and printed clearly.
2. Applications shall be filled out completely. Incomplete applications shall be returned to the applicant or the applicant shall be asked to provide additional information.
3. All of the information provided on the application shall be true. A false statement may result in the denial of a unit upon application or an eviction from a unit in the event that an application is successful and the false statement was relied upon when the unit was awarded.
4. If you or your family members have conditions that require special attention, a medical report/referral letter from your doctor or councillor may be required.
5. Submit two references from the two most recent landlords. If you have not rented before, two references from owners of your previous two accommodations are required (refer to the last page attached to this application).

**Step 2 - Drop off/mail the application**

When all of the above items in Step 1 are completed drop off the application at the housing department office or mail to the address noted at the top of page 1 of this application.

Application Renewal

Phone or come into the office to update your application annually. If you choose not to do this then your application shall be deemed inactive. It is your responsibility to apply each year in order to keep your application active and considered for social housing as it becomes available.

Need Help?

If you require assistance completing the application form, please contact the housing department at 250-493-0048.

*All information provided shall be kept confidential and used for the purposes described herein.*

For housing department use only		
Date Received: By hand ____ By mail ____	Recorded:	Processed by:
Application complete?	Yes: No:	Interview completed? Yes Date: No
Application eligible?	Yes: No: Details:	Confirmation letter sent Date:
Chief and Council Review		
Review Date:	File #:	Points Awarded:
Application approved	Yes: No: - details	Confirmation letter sent Date:

**1. Applicant Information**

Please list the names of all of the individuals who will be living in the home. The first name on the list is the primary occupant (head of the household). Under 'Relationship to primary occupant' this could be spouse/partner, children/dependents (son, daughter), and other family member such as aunt, grandparent or someone not related to the primary occupant.

Name (First and Last Name)	Date of Birth	Male or Female	Relationship to Primary Occupant	PIB Band member #
1. Primary Occupant:				
2. Secondary Occupant:				
3.				
4.				
5.				
6.				
7.				
8.				

2. What is your current address?

\_\_\_\_\_

3. What is your mailing address (if different from #3):

Street No. & Name/Box Number/R.R. #:		
City/Municipality:	Province:	Postal Code:

4. Contact information

Primary Occupant	Home phone #	Work phone #	Cell phone #
Secondary Occupant			

5. Name of Person to Contact in Your Absence

Name: _____ Relationship: _____ (i.e. friend, relative)	Home phone #	Work phone #	Cell phone #
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6. Information on your current and previous accommodation

Do you rent or own your current home (please check one)? Rent <input type="checkbox"/> Own <input type="checkbox"/>				
What is the monthly rent that you pay at your current address?				\$
<i>Please provide information on your current and last residence</i>				
	From Date	To Date	Name of Landlord (if applicable)	Phone number for landlord
Current address				
Previous address				

7. Reason for applying for housing assistance

Please state the reason you want to leave your present accommodation.

\_\_\_\_\_

8. Premises Applying For - Existing Unit (where applicable):

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9. Preferred Location: \_\_\_\_\_  
*Identification of a preferred selection does not guarantee approval for same.*

**For applicants holding a Certificate of Possession, or, if preferred lot is held by another owner who is willing to transfer possession of the land to the Band:**

a) Ownership of property, lot number:	
b) Certificate of Possession number:	
c) Registered in the name of:	
d) If jointly owned, other owners:	

10. Employment History/Source of Income

*Primary Occupant*

Name of present employer. If not currently employed, confirm source of income:	
Employment Address:	
City/Town/Reserve:	Postal Code:
Telephone Number:	Occupation:
Length of Employment: _____ years _____ months _____ weeks	

*Secondary Occupant*

Name of present employer. If not currently employed, confirm source of income:	
Employment Address:	
City/Town/Reserve:	Postal Code:
Telephone Number:	Occupation:
Length of Employment: _____ years _____ months _____ weeks	

11. Total Annual Household Income (from worksheet #1 attached): \_\_\_\_\_

**12. Previous Housing Assistance Application(s)**

Have you or anyone in your household applied previously for Penticton Indian Band housing assistance? If yes, when was your application submitted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**13. Declaration/Financial Disclosure**

*All information provided shall be kept confidential and used for the purposes described herein.*

- a) I/we understand that social housing is made available for Penticton Indian Band members. If at any time during my/our tenancy, should I forfeit Penticton Indian Band membership, I/we understand that I/we may be given a 6 month notice to vacate the unit.
- b) I/we understand that the social housing unit is exempt from provincial legislation regulating leasing and eviction procedures.
- c) The social housing program policy and documents have been provided to me and the procedures have been explained to me/us and I/we undertake to abide by them or as they might from time to time be amended by Chief and Council.
- d) The undersigned consents to the obtaining of such information as the Penticton Indian Band as a Landlord may deem necessary at any time in connection with the undersigned, in conjunction with the premises hereby applied for, or any renewal, or extension thereof.
- e) The undersigned consents to the disclosure of any information concerning the undersigned to any credit reporting agency or person with whom the undersigned has or proposes to have financial relations with.
- f) The undersigned warrants that all information presented above is correct. Submission of an incorrect application may result in the application from being excluded for consideration.
- g) Neither the primary or secondary occupant is in arrears on any Penticton Indian Band payments, user charges or other debts.
- h) Misinterpretation of income, whether deliberate or as a result of an oversight may result in an approved applicant being required to repay the subsidy amount received, plus interest.
- i) If approved to receive housing assistance, I/we agree to participate in a Basic Home Maintenance workshop within one year of the date we take occupancy of the social housing unit.

Primary occupant (please print)	
Signed	Date:

Secondary occupant (please print)	
Signed	Date:

**Worksheet #1 - Annual Household Income**

As part of the application process for the social housing program, you shall provide information on the total household income which is the gross current year's income (before deductions) of everyone who will be living in the social housing unit. **Please complete the chart below for every member of the household in the same order as the names listed on page 3 of the application form.**

	<b>Source of Income</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
1	Annual gross salary, wages, part-time earnings						
2	Child tax benefit						
3	Employment insurance benefits						
4	Social assistance, workers compensation, other benefits						
5	Old age pension, Canada Pension, disability pension, veterans allowance						
6	Alimony or child support payments						
7	Self employed or seasonally employed earnings (use net income)						
8	Other income (i.e. lease monies, room and board from boarders, investment income - please specify).						
<b>Total Income from all sources</b>							

ADD: Columns 1, 2, 3, 4, 5 & 6:

TOTAL ANNUAL HOUSEHOLD INCOME: \_\_\_\_\_

