



## SOCIAL HOUSING RENTAL APPLICATION

Penticton Indian Band  
Housing Department  
841 Westhills Drive  
Penticton BC V2A 0E7  
PH: (250) 493-0048  
Email: ckruger@pib.ca

### APPLICATION – PENTICTON INDIAN BAND SOCIAL HOUSING UNIT

#### 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.
- \*\* If Applicable - 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 installments on the due date of the installments 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 shall:

- 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 will confirm whether the applicant(s) are eligible to receive a band rental unit and if applicable, to confirm the priority of their request for housing assistance.

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



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File Number: HD- \_\_\_\_\_

### 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/EMAIL THE APPLICATION

When all of the above items in **Step 1** are completed drop off the application at the housing department office, mail to the address noted at the top of page 1 of this application or email to Housing Manager- [ckruger@pib.ca](mailto:ckruger@pib.ca)

### 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 rental housing as it becomes available.

**Need Help?** If you require assistance completing the application form, please contact the housing department at 250-493-0048 ext: 216

<b>FOR HOUSING DEPARTMENT USE ONLY</b>		
<b>Received:</b> By hand: <input type="checkbox"/> By mail: <input type="checkbox"/>  By email <input type="checkbox"/>	<b>Date Received:</b>  ____dd/____mm/____yyyy	<b>Processed by:</b>
<b>Application complete?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Application Details:</b>	<b>Interview completed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Application eligible?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Eligibility Details:</b>	<b>Confirmation letter sent Date:</b>  ____dd/____mm/____yyyy
<b>CHIEF AND COUNCIL REVIEW</b>		
<b>Review Date:</b>  ____dd/____mm/____yyyy	<b>File #:</b> <b>HD -</b>	<b>Points Awarded:</b>
<b>Application approved:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Application Details:</b>	<b>Confirmation letter sent Date:</b>  ____dd/____mm/____yyyy



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## 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	Gender	Relationship to Primary Occupant	PIB Band member #
1. Primary Occupant:				
2. Secondary Occupant: (Spouse, dependent, Adult Child/Parent)				
3.				
4.				
5.				
6.				

## 3. PREMISES APPLYING (ON RESERVE ADDRESS) FOR (WHERE APPLICABLE):

\_\_\_\_\_

## 4. WHAT IS YOUR CURRENT ADDRESS?

\_\_\_\_\_

## 5. WHAT IS YOUR MAILING ADDRESS (IF DIFFERENT FROM #3):

Street Name & Number

City

Province

Postal Code

\_\_\_\_\_

## 6. CONTACT INFORMATION

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



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### 7. EMERGENCY CONTACT INFORMATION

Name: _____	<u>Home phone #</u>	<u>Work phone #</u>	<u>Cell phone #</u>
Relationship: _____ <i>(i.e. friend, relative)</i>			

### 8. EMPLOYMENT HISTORY/SOURCE OF INCOME

**\*\*IF Applicable - Name of present employer. If not currently employed, confirm source of income:**

Employer Name:	
City/Town/Reserve:	Postal Code:
Telephone Number:	Occupation:
Length of Employment: _____ years _____ months _____ weeks	

### 9. INFORMATION ON YOUR CURRENT AND PREVIOUS ACCOMMODATION

Do you rent or own your current home (please check one)?      Rent       Own

What is the monthly rent that you pay at your current address?      \$ \_\_\_\_\_ .00

*Please provide information on your current and last residence*

	From Date	To Date	Name of Landlord (if applicable)	Phone number for landlord
Current address				
Previous address				

### 10. REASON FOR APPLYING FOR BAND SOCIAL HOUSING or HOUSING ASSISTANCE

### 11. PLEASE STATE THE REASON YOU WANT TO LEAVE YOUR PRESENT RESIDENCE/ACCOMODATIONS

### 12. PREVIOUS BAND SOCIAL or HOUSING ASSISTANCE APPLICATION(S):

Have you or anyone in your household applied previously for Penticton Indian Band housing assistance? If yes, please fill out below       Yes       No

On Reserve Address	Date Applied



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### 13. DECLARATION/FINANCIAL DISCLOSURE

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

*Please initial below:*

\_\_\_\_\_ I/we understand that band-owned rental housing is made available only 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 shall be given a 3 month notice to vacate the unit.

\_\_\_\_\_ I/we understand that the band-owned rental unit is exempt from provincial legislation regulating leasing and eviction procedures. The band-owned rental unit documents outlining the procedures 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ The undersigned warrants that all information presented above is correct. Submission of an incorrect application may result in the application being excluded for consideration.

\_\_\_\_\_ Neither the primary or secondary occupant is in arrears on any Penticton Indian Band payments, user charges or other debts.

**Primary occupant (please print Name)**

\_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_

**Secondary occupant (please print name)**

\_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_



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## REQUEST FOR BAND SOCIAL HOUSING RENTAL REFERENCE

Date: \_\_\_\_\_

**RE: \_\_\_\_\_ APPLICATION FOR PENTICTON INDIAN BAND SOCIAL  
HOUSING RENTAL**

Dear \_\_\_\_\_:

The above named applicant has applied to Penticton Indian Band for a housing rental and we are requesting for the applicant's prior tenancy record. Please complete the following:

**Applicant rented from you:**      Date From: \_\_\_\_\_      Date To: \_\_\_\_\_

**Address of rental property:** \_\_\_\_\_

	YES	NO
Did the applicant give the required proper notice prior to vacating the unit?		
Did the applicant maintain the unit as required, during occupancy?		
Were there any valid complaints lodged against the applicant?		
Was the rent paid each month, by the due date?		
Is there a balance owing for rent, damages or other charges?		
Any other comments:		

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Date

***We appreciate your attention and cooperation in returning this form at your earliest convenience, in the self-addressed stamped envelope, to address below OR you can scan and email to Housing Manager – [ckruger@pib.ca](mailto:ckruger@pib.ca)***

**Penticton Indian Band 841 Westhills Drive Penticton, BC V2A 0E8, Phone: 250-493-0048, ext 116**

*I, \_\_\_\_\_ (primary applicant name), do hereby give my consent to release the above information to the Penticton Indian Band.*

Signed \_\_\_\_\_  
PIB Primary Applicant

\_\_\_\_\_  
Date

Signed \_\_\_\_\_  
Secondary Applicant

\_\_\_\_\_  
Date



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### AFFORDABILITY ANALYSIS - **\*\*REQUIRED\*\***

#### INSTRUCTIONS

As part of the Band Social Housing Rental program, tenants shall make monthly payments. They may also be responsible for housing costs they may not be required to make in their current accommodation (i.e. heating, insurance, repairs). An affordability analysis is an important part of the application package so that both the housing department and the applicant can determine whether the applicant can afford to make the required housing payment and pay for other related housing costs. It is recommended that the housing staff assist the applicant to complete this form.

#### **Step 1 – Confirm Monthly Household Income**

Ensure the applicant includes the net household income (after deductions) from all sources of all adult members who shall be living in the unit. The exception is income earned by dependants who are attending school full-time.

#### **Step 2 – Confirm Monthly Housing Expenses Important**

Complete this section of the affordability analysis before the interview! This information should be based on the past year's average operating costs for the unit that the applicant is applying for, or similar costs (i.e. average heating costs). Step 3 – Confirm Non-Housing Expenses Have the applicant review and fill in each item on the list to ensure they are considering all non-housing expenses.

#### **Step 4 – Affordability (amount remaining)**

Take the net monthly income from Step 1, then deduct the monthly amount of housing expenses noted in Step 2, then deduct the applicant's non-housing monthly expenses from Step 3. This will demonstrate to the applicant whether they can afford the monthly housing payment and other related housing costs as well as their current non-housing expenses. If the remaining figure is low or a negative amount, schedule a visit with the client counsellor to discuss options to increase the level of affordability.



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### WHAT HOUSING COSTS CAN I AFFORD?

Applicant Name: \_\_\_\_\_

Application House Address & Unit #: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

### STEP 1 - DETERMINE MONTHLY HOUSEHOLD INCOME

List the regular NET monthly income (after deductions) for all permanent adult members of the household who shall be living in the unit.

Net Monthly Income	Average monthly income amount
Net employment income (after taxes and deductions)	
Social Assistance benefits	
Pension benefits	
Employment insurance benefits	
Child Tax Benefit	
Alimony, child support	
Other income	
<b>Total net monthly income</b>	

### STEP 2 - CONFIRM EXPECTED MONTHLY HOUSING EXPENSES

This section will be completed with a representative of the housing department who will give you the average housing costs you can expect to pay based on the average costs for the type of housing assistance you have applied for.

Confirm Expected Monthly Housing Expenses	Average Monthly Amount
Rent/mortgage/occupancy charge, maintenance fee, loan payment	
Utilities (if paid separately including hydro, water/sewer, garbage pickup, etc.)	
Insurance (car, home contents, life, etc.)	
Repairs and maintenance	
Other costs (specify)	
<b>Total housing-related expenses</b>	





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### AFFORDABILITY ANALYSIS - **\*\*REQUIRED\*\***

#### STEP 3 – DETERMINE NON-HOUSING EXPENSES

CURRENT NON-HOUSING EXPENSES	AVERAGE MONTHLY AMOUNT
Groceries	
Clothing	
Child Care, school/sporting fees and related expenses	
Phone, Cable, Internet, Cell Phone	
Pets	
Insurance -Other	
Automobile Loan Payment	
Gas and other transportation costs including car repairs	
Personal Loan Payments	
Credit Cards Payments	
Entertainment	
Other Debts	
Savings	
<b>Total Monthly Non-Housing Expenses</b>	

#### STEP 4 – AMOUNT AVAILABLE FOR HOUSING EXPENSES

Total net Monthly income from Step 1		
Total monthly housing expenses from Step 2	<i>Minus</i>	
Amount available for monthly non-housing expenses	<i>Equals</i>	
Total non- housing-related expenses from Step 3	<i>Minus</i>	
Difference	<i>Equals</i>	

FOR HOUSING DEPARTMENT USE ONLY	
Total net monthly income from Step 1	(A)
Total expenses from Step 2 plus Step 3 (Step 2 + Step 3)	(B)
Total expenses as a percentage of total income (B ÷ A)	