



VICTORIA NATIVE FRIENDSHIP CENTRE PROPERTIES

120C Gorge Road East, Victoria, BC V9A 1L3

Phone: (250) 383-1283

Fax: (250) 590-0717

VNFC Properties - Housing Application

Victoria Native Friendship Centre welcomes Indigenous families, elders, individuals, and students to a place to call home in a safe and healthy community complex. Fernwood House is located at 1321 Fernwood Road and has 8 self-contained, 2-bedroom units. Siem Lelum is located at 120 Gorge Road East and has 41 self-contained suites, ranging from studios to 3-bedroom units. Salish Sea House is located at 7611 Central Saanich Road and has 28 self-contained units ranging from 2-bedroom units to 3-bedroom units, and one accessible 2-bedroom unit. Salish Sea House is workforce housing at least one person in the household **must** hold full-time steady employment. This will be tested rigorously from the application phase to the early stages leading up to tenant selection. Employment and Income Verification will be tested annually. The household income must not exceed the Housing Income Limits (HILS) and meet affordability standards.

A Few Important Guidelines

- **Fill in all required information; only completed applications will be considered.**
- No pets allowed on any of our properties.
- No drugs or smoking of any combustibles allowed on the premises at any time. No alcohol consumption in any common areas and no parties that will disturb the quiet enjoyment of other tenants.
- All adults in the household must complete either the Gimme Shelter Course, BC Rent Smart, or Renting it Right (all three mini-courses). Certificates must be attached to the application to be accepted.
- All youth (19-25) must be working or attending school.
- There is parking on all Properties (Fernwood House and Siem Lelum have limited parking).
- One guest may stay for a total of 14 days in a calendar year.
- Fernwood House and Siem Lelum have coin-operated laundry facilities. Salish Sea House has in-suite laundry.

VNFC Properties must adhere to the **National Occupancy Standards** when considering a household composition for units when they become available. These guidelines are:

- There shall be no more than 2 or less than 1 person per bedroom.
- Spouses and couples share a bedroom.
- Parents do not share a bedroom with children.
- Dependents aged 18 or more do not share a bedroom.
- Dependents aged 5 or more of opposite sex do not share a bedroom.

The following guidelines are used when applying the National Occupancy Standards:

- Couples (two individuals) are only eligible to apply for one-bedroom units, as they would be under-housed in a studio unit.
- In recognition of a variety of co-parenting arrangements, a dependent child who resides with their parent(s) a minimum of 40 percent of the time will qualify as a permanent member of the household when determining eligibility and appropriate unit size.



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- We understand families have children share bedrooms, however, we are required to adhere to National Occupancy Standards.

Affordable Housing Income Limits (CMHC - Victoria - 2023)

One Bedroom	\$50,000
Two Bedrooms	\$65,000
Three Bedrooms	\$82,000

Submit your completed application to one of the following:

- VNFC Property Office – Located at Siem Lelum - 120C Gorge Road East
- VNFC Main Centre – 231 Regina Ave
- Fax – 250-590-0717
- Email – alexis.m@vnfc.ca & chelsea.t@vnfc.ca

*Include any supporting documents to your application such as Gimme Shelter, BC Rent Smart, or Renting it Right certificates, personal references, or current tenancy notices.

Keep us updated:

Your application is active for 12 months. You must stay active by calling or e-mailing once per calendar year. Please contact our office if any of the following information changes:

- Contact information: phone number and/or email.
- Income sources.
- Housing circumstances change.

VNFC Property Management reviews applications on a regular basis as units become available.

Victoria Native Friendship Centre acknowledges that some of the information on this application may be sensitive and will be reviewed in confidence.



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APPLICANT & CONTACT INFORMATION

FULL NAME (including aliases)		
Street Address	City	Province
Postal Code	Phone	Email

HOUSEHOLD INFORMATION

Name	Relationship	Birthdate (mm/dd/yyyy)	Gender
	Applicant		

Select which Properties you are applying for?

<input type="checkbox"/> Siem Lelum 120 Gorge Road East	<input type="checkbox"/> Fernwood House 1321 Fernwood Road	<input type="checkbox"/> Salish Sea House 7611 Central Saanich Road
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Authorized Alternate Contact (Family, Friends, Support Workers)

Name	Relationship	Phone Number

Do you expect the number of people living with you to change in the next twelve months? Yes No

Explain:

Do you identify as Indigenous? Yes No

Name	First Nation, Metis, Inuit or Nation/Community

Do you or any members of your household have limited mobility? Yes No

Name	Accessible	Provide Details:
	<input type="checkbox"/>	
	<input type="checkbox"/>	



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Has anyone in your household lived in subsidized or below-market housing in the past? If yes, please list where. Yes No

Name	Housing Provider	Address

INCOME INFORMATION

Gross monthly income before deductions for all members of your household age 19 and older from all sources.

Name	Income Source – Employment, EI, Pension, Social Assistance, Band/School, etc.	Monthly Gross Amount
		\$
		\$
		\$
Total gross monthly income		\$

REGISTERED IN SCHOOL

(Youth between the ages of 19-25 must be registered in full-time school)

First Name	FT/PT	School	Program	Length	Date of Completion

REFERENCES & RENTAL HISTORY - Information of where you have lived in the last 3 years.

Address	Date: (from - to)	Name of Landlord	Phone number

CURRENT ACCOMMODATION (Please describe your current accommodation)

Number of Bedrooms: _____	Utilities: _____
Monthly Rent: _____	<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other
<input type="checkbox"/> Apartment	<input type="checkbox"/> House/Duplex/Townhouse
<input type="checkbox"/> Room & Board	<input type="checkbox"/> Trailer
<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Housekeeping Room
<input type="checkbox"/> Couch Surfing	<input type="checkbox"/> Emergency Shelter
<input type="checkbox"/> Other (please explain) _____	<input type="checkbox"/> Basement Suite
Bathroom: <input type="checkbox"/> Shared <input type="checkbox"/> Private	<input type="checkbox"/> Car
Kitchen: <input type="checkbox"/> Shared <input type="checkbox"/> Private	<input type="checkbox"/> Living with Family
Laundry: <input type="checkbox"/> Shared <input type="checkbox"/> Private	<input type="checkbox"/> Homeless
	<input type="checkbox"/> N/A
	<input type="checkbox"/> N/A



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Are you under notice to end your current Tenancy? Yes No

If yes, please attach a copy of the "Notice to End Tenancy" from your landlord.

If you are not under notice to end your present Tenancy, why do you wish to move?

Repairs required? Yes No

High rent? Yes No

Overcrowded? Yes No

Children allowed? Yes No

Other? _____

Any Additional Comments:



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DECLARATION: Please read and sign this statement

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 and belief.

I/We authorize:

- Pursuant to the Freedom of Information and Protection of Privacy Act (the FOI Act), Victoria Native Friendship Centre to make any inquiries that are necessary to verify the information given in this application; and
- Pursuant to the FOI Act, any person, corporation or social agency to release to Victoria Native Friendship Centre any information pertinent to the assessment of my/our application; and
- Victoria Native Friendship Centre to receive and exchange with credit bureaus and my/our previous Landlords credit and other information about me/us, to be used in the decision-making process to provide me/us with rental accommodation.

I/We understand:

- That this application does not constitute any agreement on the part of Victoria Native Friendship Centre to provide me/us rental accommodation; and
- That is my/our responsibility to advise Victoria Native Friendship Centre of any changes to the information given in this application and to provide any supporting materials required for my/our application; and
- If I/we refuse two offers of housing, my/our applications will be cancelled.

Signature of Applicant	Date
Signature of Applicant	Date