



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, and individuals, to a place to call home in a safe and healthy community complex. Fernwood House has eight 2-bedroom units. Siem Lelum has forty-one suites, ranging from studios to 3-bedroom units. Salish Sea House has twenty-eight units ranging from 2-bedroom units to 3-bedroom units, and one accessible unit. Salish Sea House is workforce housing, one person in the household **must have** employment. Employment and Income Verification will be tested annually. The household income must not exceed the Housing Income Limits (HILS) and must meet affordability standards. You must keep your application active by phone or e-mail at a minimum every 6 months.

Affordable Housing Income Limits (CMHC - Victoria - 2023)

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

Important Guidelines

- 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 the Renting it Right program (all three mini-courses). Certificates must be attached to the application to be accepted.

VNFC Properties must adhere to the **National Occupancy Standards** when considering a household composition for units. 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.
- 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.

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 – properties@vnfc.ca

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



VICTORIA NATIVE FRIENDSHIP CENTRE PROPERTIES

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

Phone: (250) 383-1283

Fax: (250) 590-0717

APPLICANT & CONTACT INFORMATION

Full Name: _____ Phone: _____

Full Name: _____ Phone: _____

Email: _____ Email: _____

Address: _____ City: _____ Postal code: _____

HOUSEHOLD INFORMATION

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

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

Do you have shared custody of your children? · Yes · No _____

Do you have any pets? · Yes · No _____

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

| Name | Accessibility Requirements: |
|------|-----------------------------|
| | |
| | |

Does anyone in your household identify as Indigenous? · Yes · No

| Name | First Nation, Metis, Inuit or Nation/Community |
|------|--|
| | |
| | |

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 |
|------|------------------|---------|
| | | |
| | | |



VICTORIA NATIVE FRIENDSHIP CENTRE PROPERTIES

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

Phone: (250) 383-1283

Fax: (250) 590-0717

Select which Properties you are applying for?

| | | |
|--|---|---|
| · Siem Lelum <u>120 Gorge Road East</u> Studios • One, Two- and Three-Bedrooms | · Fernwood House <u>1321 Fernwood Road</u> Two-Bedrooms | · Salish Sea House <u>7611 Central Saanich Road</u> Two- and Three-Bedrooms |
|--|---|---|

INCOME INFORMATION

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

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

- Notice of Assessment for current year** from Canada Revenue Agency for all adults.
- If employed**, copies of three current consecutive pay stubs. Showing gross income and deductions.
- If self-employed**, copy of Statement of Business Activities and Income Tax Return
- Other sources of income** (EI, Income Assistance, Pension etc), Letter of monthly/weekly Entitlement

REFERENCES & RENTAL HISTORY - Information of where you have lived in the last 5 years.

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

CURRENT ACCOMMODATION (Please describe your current accommodation)

| | | | |
|---|--------------------------|----------------------|--|
| Number of Bedrooms: _____ | | Utilities: _____ | |
| Monthly Rent: _____ | | · Rent · Own · Other | |
| · Apartment | · House/Duplex/Townhouse | · Basement Suite | |
| · Room & Board | · Trailer | · Car | |
| · Hotel/Motel | · Housekeeping Room | · Living with Family | |
| · Couch Surfing | · Emergency Shelter | · Homeless | |
| · Other (please explain) _____ | | | |
| Bathroom: | · Shared | · Private | |
| Kitchen: | · Shared | · Private | |
| | | · N/A | |
| Are you under Eviction/Notice to End Tenancy? | | · Yes · No | |
| If yes, please attach a copy of the "Notice to End Tenancy" from your landlord. | | | |



VICTORIA NATIVE FRIENDSHIP CENTRE PROPERTIES

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

Phone: (250) 383-1283

Fax: (250) 590-0717

Authorized Alternate Contact (Family, Friends, Support Workers)

| Name | Relationship | Phone Number | Email |
|------|--------------|--------------|-------|
| | | | |
| | | | |

Any Additional Comments:

Applicant Checklist

The following documents must be submitted with the application to be considered complete. All applications without supporting documentation will not be accepted.

- Application** Filled out completely.
- Notice of Assessment for current year** from Canada Revenue Agency for all adults.
- If employed**, copies of three current consecutive pay stubs. Showing gross income and deductions.
- If self-employed**, copy of Statement of Business Activities and Income Tax Return
- Other sources of income** (EI, Income Assistance, Pension etc), Letter of monthly/weekly Entitlement
- Three months of bank statements from both chequing and savings accounts**
- An Account Summary** from your financial institution.
- Renting it Right certificates** from all adults in the household.

Renting It Right Certification

<https://rentingitright.ca/course1/outline>



VICTORIA NATIVE FRIENDSHIP CENTRE PROPERTIES

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

Phone: (250) 383-1283

Fax: (250) 590-0717

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 inquires 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' and
- Victoria Native Friendship Centre to send electronic documents and communications regarding my application.

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 |