

**REVELSTOKE COMMUNITY HOUSING SOCIETY (RCHS)  
RENTAL ACCOMMODATION APPLICATION PACKAGE  
SEPTEMBER 2010**

**Definitions:**

**Employee:** an individual who is employed or self employed for an average of not less than 20 hours per week on an annual basis at a business located in the Revelstoke area. Note that employment includes being on maternity leave or sick/disability leave.

**Retiree:** an individual who has ceased active employment but who has been an employee as per the above definition for two of the three years prior to ceasing employment.

**Primary Residence:** the residence that is the place the applicant will ordinarily and continually occupy as a residence on a full-time basis.

**Premises:** the RCHS rental unit, including any common space in a RCHS building

**Landlord:** Revelstoke Community Housing Society.

**Statutory Declaration:** a legal statement witnessed by a commissioner of oaths having the same legal force and effect as if made under oath; a false statement constitutes perjury under the Canada Criminal Code.

**Tenant Placement Guidelines:**

Placement in a resident restricted rental unit is determined by a combination of the following factors:

- The applicant's position on the waitlist for a resident restricted rental unit
- The applicant's references from current employer and/or landlord must be positive
- The applicant's ability to pay the rent.
- The applicant's total household income.

**Wait List Eligibility:**

To be eligible for placement on the waitlist for a resident restricted rental unit, you must meet the following criteria:

- 1) All applicants must be of legal age, Canadian citizens or landed immigrants, qualified employee/retirees or receive income assistance/disability pension, and must have total household income less than \$60,000.
- 2) Applicants must plan to occupy the unit as their permanent primary residence, i.e. the residence that is the place the applicant will ordinarily and continually occupy as a residence on a full-time basis. (See definition above).

- 3) Applicants, or their spouse, either personally, jointly, or indirectly through business, must not own combined assets (excluding locked-in pensions) in excess of \$60,000 at the time of application or during the tenancy. Applicants must complete the attached personal net worth statement.
- 4) All applicants must agree to the following covenants included in all RCHS tenancy agreements:
  - a) The Tenant is not permitted any pets on the rental Premises without written approval of the landlord.
  - b) The Tenant will not smoke or permit smoking on the Premises.
  - c) The Tenant will not sub-let or assign the Premises without the Landlord's consent.
- 5) Applicants must identify all occupants that will reside in the premises for more than two weeks. The RCHS reserves the right to limit studio and one-bedroom units to a single person or a couple, and to limit the total number of occupants residing in any unit.
- 6) Applicants will be able to specify the type of unit they would prefer.
- 7) Tenants are required to sign a Residential Tenancy Agreement.
- 8) The application form must be filled out in full and delivered with the signed statutory declaration to 204 Campbell Avenue, Revelstoke, BC or mailed to RCHS, Box 2398, Revelstoke BC V0E 2S0 or faxed to (250)837-4223.
- 9) **Every six months, the RCHS will request confirmation of the applicant's intent to remain on the RCHS Rental Waitlist. If the RCHS is unable to contact the applicant, their name will be dropped from the rental waitlist.**

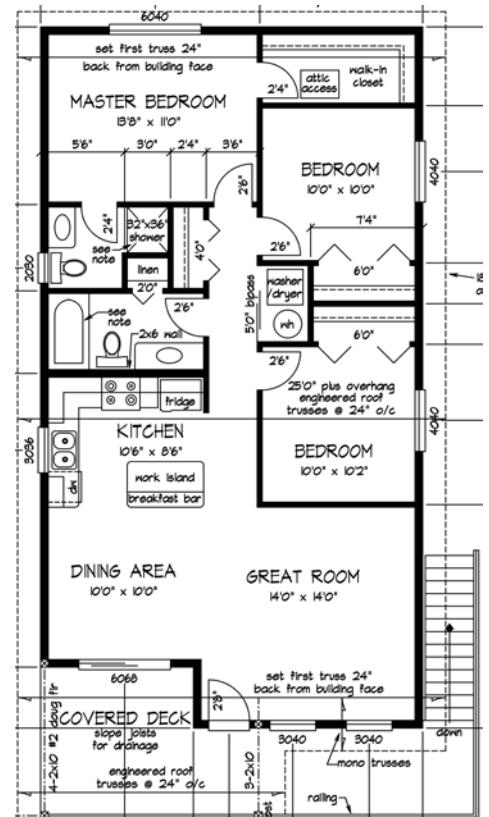
Please note that failure to meet any of the guidelines above will result in the applicant being dropped from the waitlist, denied a rental unit in a resident restricted housing project, or if already a tenant of the RCHS, will result in the termination of the lease and subsequent eviction.

## Bridge Creek Properties Duplex Unit Specifications



- The duplex units are 1,110 sq. ft., with washer/dryer, fridge, stove, dishwasher & microwave. Heat is electric base-board and the lower unit has in slab heating. Entryway has been modified to include a closet.
- Each unit will be assigned an off street parking stall.

Sample Floor Plan



- Window coverings are included. The kitchen, dining area and great room are vinyl plank flooring, hallway and bedrooms are carpeted, and bathrooms are linoleum.
- The monthly rent will include: Water, sewer, property taxes, and garbage collection.
- The monthly rent does not include: electricity, phone, cable, internet, tenant insurance and any other household utilities.
- The tenant is responsible for:
  - Utility hook-up/connection and service fees.
  - Replacing light bulbs in their unit during tenancy.
  - Replacing standard fuses in their unit (eg. Stove), unless caused by a problem with stove or electrical system
  - All deliberate or negligent damage to their unit.
  - Periodic cleaning of fixtures, appliances, baseboard heaters, carpets and walls to maintain reasonable standards of cleanliness. Carpet cleaning at end of tenancy by a reputable professional cleaner only.
  - Cleaning inside windows and tracks including removing mould during tenancy.
  - Cleaning inside and outside of balcony doors and windows during tenancy
  - Snow removal as needed.
  - Weekly lawn mowing and watering as needed.
- Restrictions:
  - NO Smoking is permitted anywhere on the premises.
  - NO pets are allowed without written approval of the landlord.
  - The landlord reserves the right to limit the number of occupants residing in a unit.

## **Bridge Creek Properties - Duplex Unit Rental Information**

Rental rates for the duplex units are \$1,100 per month. Rental increases may be applied every 12 months as per the Residential Tenancy Act.

Rent is due on the first of every month and tenants are encouraged to provide post-dated cheques.

Rent payments can be dropped off at the Business Information Centre at 204 Campbell Avenue, Revelstoke, BC, Monday to Friday between the hours of 8:30 am to 12:00 noon and 1:00 pm to 4:30 pm.

Tenants will be required to sign a Residential Tenancy Agreement for a 3 month term lease that expires at the end of the term. If mutually agreeable at the end of the 3 month term, a new Residential Tenancy Agreement can be entered into for a month-to-month rental.

A damage deposit of ½ month's rent is due and payable at the time of signing the Residential Tenancy Agreement.

The Residential Tenancy Agreement will include the following additional terms:

1. Tenants are NOT permitted to paint or renovate walls, floors, fixtures, or any other part of the rental unit.
2. Tenants are NOT permitted to install additional cable TV and telephone jack connections.
3. Satellite TV/internet systems are allowed, however the tenant must obtain written approval from the landlord and the system MUST be installed by a qualified professional at a location to be determined by the landlord.
4. NO smoking is permitted anywhere on the premises.
5. NO pets are allowed without written consent of the landlord. A pet damage deposit of ½ month's rent will be charged if consent is given.
6. Tenants MUST notify the landlord of any occupants that will reside in the premises for more than two weeks. The landlord reserves the right to limit the total number of occupants residing in any unit.
7. Upon end of tenancy the rental unit described above will be left in the same cleanliness as the start of the tenancy. The full cost of repairs will be charged against the damage deposit to bring it to the original state. Tenants are NOT permitted to clean the carpets themselves, they must be professionally cleaned by a reputable cleaner.
8. General yard maintenance is to be performed by the tenants including snow removal as needed and weekly lawn cutting & watering as needed. The landlord will provide a lawnmower.

**REVELSTOKE COMMUNITY HOUSING SOCIETY  
APPLICATION FOR TENANCY**

*Incomplete forms will not be processed - Pages 1 - 3 must be completed and returned*

Name of Applicant \_\_\_\_\_ Age \_\_\_\_\_

Current residence address: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Employment Status:  Employed  Self Employed  Retired  Other: \_\_\_\_\_

Current Employer \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person Name \_\_\_\_\_ Length of Employment \_\_\_\_\_

Names of other Occupants	Ages	Employers (if applicable)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Unit preference(s): \_\_\_\_\_

Length of Notice required to move in: \_\_\_\_\_ Would you sign a three month lease? \_\_\_\_\_

Do you smoke? \_\_\_\_\_ Do you have pets? \_\_\_\_\_

Current or last Landlord name \_\_\_\_\_ Phone: \_\_\_\_\_

Banking Institution: \_\_\_\_\_

Consent given by all adult Occupants:  
I hereby authorize the RCHS or its agent to obtain factual, investigative, credit and personal information regarding myself from others as permitted by law; to furnish other credit grantors and personal or consumer reporting agencies particulars of the application and such factual investigative, credit and personal information regarding myself as may be in its possession; and to retain this application. This consent is given pursuant to Part of the Personal Information Protection Act S.B.C. 2003

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

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

## ATTACHMENT CHECKLIST

### A. Primary identification attached for all occupants:

- copy of birth certificate OR
- copy of citizenship/immigration card

### One of the following Secondary identification attached for all occupants:

- copy of driver's licence
- copy of credit card
- copy of \_\_\_\_\_
- copy of \_\_\_\_\_

### B. Proof of Income:

Employed Persons:

- Three (3) most recent pay slips OR
- Employment contract / Employer letter of reference

Self Employed Persons:

- copy of Revelstoke Business Licence

Retired Persons:

- Previous Employer letter of reference OR
- Three (3) years of T4 Statements of Remuneration Paid by Revelstoke Employer

Other:

- Statement of disability income/pension, income assistance, etc.

### C. Applicant Income Statement and Statement of Net Worth (page 3) Attached

- Yes

### D. Landlord reference attached

- Yes

### APPLICANT(S) INCOME STATEMENT

<b>Applicant Name(s)</b>		
<b>INCOME</b>		
Annual Income		\$
Spouse's Annual Income		\$
<b>OTHER INCOME (SPECIFY)</b>		
1.		\$
2.		\$
3.		\$
<b>Total Income</b>		<b>\$</b>

### APPLICANT(S) NET WORTH STATEMENT

<b>A. ASSETS</b>	<b>Present Value / Market Value</b>	<b>B. LIABILITIES</b>	<b>Balance</b>
Bank account	\$	Bank loan	\$
Life insurance	\$	2 <sup>nd</sup> bank loan	\$
1 <sup>st</sup> vehicle	\$	Mortgage	\$
2 <sup>nd</sup> vehicle	\$	2 <sup>nd</sup> mortgage	\$
Investment(s)	\$	1 <sup>st</sup> credit card	\$
Receivables	\$	2 <sup>nd</sup> credit card	\$
Real estate	\$	3 <sup>rd</sup> credit card	\$
Other Assets:		Other Liabilities:	
1.	\$	1.	\$
2.	\$	2.	\$
3.	\$	3.	\$
4.	\$	4.	\$
5.	\$	5.	\$
<b>A. Total Assets</b>	<b>\$</b>	<b>B. Total Liabilities</b>	<b>\$</b>
<b>NET WORTH (A-B)</b>	<b>\$</b>		

**RCHS reserves the right to require documentary or such other verification of the above information as they may deem fit.**