

**REVELSTOKE COMMUNITY HOUSING SOCIETY (RCHS)  
AFFORDABLE RENTAL HOUSING PROJECT  
TENANT APPLICATION PACKAGE  
2020**

**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. 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.

**Residential Property:** The property located at 1014 Oscar Street, includes land and buildings.

**Landlord:** Revelstoke Community Housing Society.

**CORE Housing Need:** paying more than 30% of their income on rent.

**Tenant Placement Guidelines:**

Placement in an affordable 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.
- Preference will be given to Revelstoke residents of at least three months.
- Consideration will include current CORE Housing need.

**Wait List Eligibility:**

To be eligible for placement on the waitlist for an affordable 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 \$65,000.

- 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 Declaration of Income and Net Worth.
- 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 Premises without written approval of the landlord.
  - b) The Tenant will not smoke or permit smoking on the Premises.
- 5) Applicants must identify all occupants that will reside in the premises for more than two weeks. Tenants must agree to the following occupancy standards:
  - a. No more than two (2) and no less than one (1) person per bedroom.
  - b. Spouses and couples share a bedroom.
  - c. Parents do not share a bedroom with their children.
  - d. Dependents aged eighteen (18) or over do not share a bedroom.
  - e. Dependents of the opposite sex age five (5) or over do not share a bedroom.
- 6) Applicants will be able to specify the 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 Declaration of Income and Net Worth to Suite D – 301 Victoria Road West, Revelstoke, BC or mailed to RCHS, Box 2398, Revelstoke BC V0E 2S0 or faxed to (250)837-4223.
- 9) Applicants must contact RCHS every six months to confirm their intent to remain on the waitlist and update their application information.

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 the affordable rental housing project, or if already a tenant of the RCHS, will result in the termination of the lease and subsequent eviction.

**Bridge Creek Properties**  
**Affordable Rental Housing Project Unit Specifications**

- The one bedroom accessible units are approximately 618 sq. ft. and the two floor, two bedroom units are approximately 1,005 sq.ft., All units have washer, dryer, fridge and stove. Heat is electric base-board.
- Each unit will be assigned one off street parking stall.
- 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 doors during tenancy
- Restrictions:
  - NO Smoking is permitted anywhere on the premises or the residential property.
  - NO pets are allowed.
  - The landlord reserves the right to limit the number of occupants residing in a unit.

## **Bridge Creek Properties - Affordable Rental Housing Project Unit Rental Information**

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 or set up pre-authorized direct deposits.

Rent payments can be made directly to the Property Manager (Revelstoke Property Services or dropped off their office at Unit 201, 111 2<sup>nd</sup> Street, Revelstoke, BC, Monday to Friday between the hours of 9:00 am to 12:00 noon and 1:00 pm to 4:30 pm., or as the Landlord directs.

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 may be entered into.

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. **NO SMOKING.** Smoking is NOT permitted anywhere on the premises or the residential property.
2. **NO PETS.** Pets are NOT allowed to be kept in the residential premises or on the residential property. Having regard to the potential noise factors, health requirements and mess, the Tenant will not encourage or feed wild birds or animal/pets at or near the residential property.
3. **UNIT ALTERATION.** Tenants are NOT permitted to paint or renovate walls, floors, fixtures, or any other part of the rental unit without prior written consent of the landlord. Tenants are NOT permitted to install additional TV and telephone jack connections. Satellite installations are NOT permitted.
4. **UNIT USEAGE.** The Tenant and their guests MUST use the rental unit for private residential purposes only and not for any illegal, unlawful, commercial or business purposes. No business or commercial advertising may be placed on or at the rental unit or the residential property.
5. **OCCUPANTS.** Tenants MUST notify the landlord of any occupants who 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.
6. **LOCKS.** Tenants are not permitted to make extra keys for any lock in the rental unit or on the residential property, except with the prior written consent of the landlord. If the tenant is locked out of the rental unit and the rental unit is damaged in regaining access, the tenant

must pay any costs of repairing such damages. The tenant must pay any other costs incurred in regaining access.

7. **EXTENDED ABSENCE.** If the tenant is absent from the rental unit for three consecutive months or longer without the prior written consent of the landlord, the landlord may end the tenancy, even if the rent is paid for the period.
8. **PARKING.** The tenant may park only operative, licensed and insured vehicles in the parking space assigned. The tenant **MUST NOT** use the parking space to make vehicle repairs or store recreation vehicles, commercial vehicles, boats or trailers. Guests may park only in the designated visitor parking area.
9. **UNIT CONTENTS RESTRICTIONS.**
  - a) **NO** waterbeds or other liquid filled furniture are permitted.
  - b) The landlord must be notified if the tenant uses or stores any oxygen life-support equipment.
  - c) **NO** pools or trampolines are permitted. Tenants must obtain prior written consent of the landlord to set up Children's play-structures on the residential property.
10. **LIABILITY & INSURANCE.** Tenants are encouraged to purchase contents insurance and third party liability insurance.
11. **STORAGE**
  - a) Tenants **MUST** obtain prior written consent of the landlord to have a BBQ stored on the property. BBQs are not permitted to be stored inside the rental unit.
  - b) Bicycles, bicycle chariots, scooters, tires, heavy appliances, etc. are not permitted to be stored inside the rental unit.
  - d) Items stored inside the rental unit must be limited in type and quantity so as not to present a potential fire or health hazard or to impede access to, egress from or normal movement within any area of the rental unit.
12. **OUTSIDE.** Nothing may be shaken out of a window or door of the residential property. Nothing may be thrown from or into a door or window of the residential property. Nothing may be placed on, hung on, or affixed to the inside or outside of a window, door or exterior part of the residential property without prior written consent of the Landlord.
13. **PEST MANAGEMENT.** The tenant **MUST** work cooperatively with the landlord and any Pest Management Contractor, and will:
  - a) allow the landlord and pest management contractor access to the residential premises as often as necessary to undertake any pest management inspections and treatments that the landlord deems necessary to eliminate pests;
  - b) promptly comply with any instructions from the landlord or pest management contractor to complete all pre/post-treatment activities the landlord deems necessary to ensure treatment is as effective as possible, including preparing the unit for treatment;
  - c) promptly notify the landlord of pest sightings in order to prevent and mitigate the spread of pests.

**14. HAZARDS.** The tenant **MUST** take all steps necessary to prevent the creation of a hazard and must immediately rectify any hazards created by any occupant or guest of the tenant, and the tenant:

- a) Must report to the landlord without delay any fire, water escape, gas escape or other hazard, and
- b) Must pay the costs incurred to repair any damage arising from any hazard or threat to safety, including any fire, caused by a willful or negligent act or omission of any occupant or guest of the tenant.

If the tenant does not comply with the above duties, the landlord may make an application for dispute resolution under the Residential Tenancy Act seeking an order of the director for such costs or may serve a notice to end a tenancy or both.

**15. WASTE MANAGEMENT.** Household Garbage **MUST** be only disposed of in the designated area. Residents are encouraged to participate in the municipal curbside recycling pick up program. Waste material that is not considered household garbage or that is not eligible for the curbside recycling program, or any large item to be discarded, such as furniture or electronics, must not be abandoned or placed in garbage collection areas. These items must be removed from the residential property by the Tenant at the Tenant's expense.

**17. UTILITIES.** Utilities are not included in the rent. The tenant must apply for hook up and must maintain current payment of the utility account. Discontinuation of electrical services resulting from the Tenant's cancellation or failure to maintain payment of the utility account is a breach of a material term of this Agreement. Any electrical utility charges paid by the Landlord for the unit that the tenant occupies that remain unpaid more than 30 days after the Tenant receives a written demand for payment will be treated as unpaid rent and the Landlord may issue a Notice to End Tenancy.

**18. ENDING THE TENANCY.** The Tenant may end the tenancy by giving the Landlord at least one month's written notice on or before the last day of the month to end the tenancy for the end of the following month. The tenant must vacate the unit by 1 PM on the day the tenancy ends, unless the Tenant and the Landlord agree otherwise.

**19. UNIT CONDITION AT END OF TENANCY.** 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.

**20. OVERHOLDING.** If the Tenant remains in possession of the rental unit after the last day of the term as set out in this Agreement, or after any other lawful end of the tenancy, the Landlord may claim for damages against the Tenant and the Tenant will be liable for damages suffered by the Landlord. The Landlord may apply for an Order of Possession or a similar order from a court or a Dispute Resolution Officer and when such an order has been obtained, eviction by a bailiff may follow. In addition the Landlord and the incoming Tenant

have a civil right of action against the Tenant as a result of the Tenant's failure to leave the rental unit as required by law.

21. **ARREARS.** Late rent payments, returned or non-sufficient funds (NSF) cheques are subject to an administrative fee of not less than \$25.00 plus the amount of any service fees charged by a financial institution to the Landlord.
22. **EMERGENCY REPAIRS.** An emergency repair contact number is posted in each unit.
23. **PREVENTIVE MAINTENANCE INSPECTIONS.** Following a unit inspection during the tenancy, the Tenant will be provided a written statement of any preventative maintenance items requiring attention.
24. **CONDUCT.** In order to promote the safety, welfare, enjoyment and comfort of other occupants and Tenants of the residential property and the Landlord, the Tenant or the Tenant's guests must not disturb, harass, or annoy another occupant of the residential property, the Landlord or a neighbour. The tenant or the tenant's guests must not cause or allow loud conversation or noise to disturb the quiet enjoyment of another occupant of the residential property or other person at any time and in particular between the hours of 11:00 pm and 9:00 am.
24. **ILLEGAL ACTIVITIES.** The Landlord may end a tenancy by giving a Notice to End Tenancy if the Tenant or a person permitted on the residential property by the Tenant has engaged in an illegal activity.

**REVELSTOKE COMMUNITY HOUSING SOCIETY  
APPLICATION FOR TENANCY IN THE  
AFFORDABLE RENTAL HOUSING PROJECT**

*Incomplete forms will not be processed - Pages 8 - 10 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 Utility invoice
- copy of Other document \_\_\_\_\_

### 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 Employer

Other:

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

### C. Applicant Declaration of Income and Net Worth Attached

- Yes

### D. Landlord reference attached

- Yes

## DECLARATION OF INCOME AND NET WORTH

<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>		

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

**I declare that I have truthfully completed this Statement of Income and Net Worth.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*