



Housing Application

About Us

Brightside Community Homes Foundation is a private non-profit housing provider that incorporated in 1952. Brightside currently operates 26 income-based subsidized buildings that provide 945 independent living units. Our vision is to help build a future where people of all income levels have a home within a vibrant and healthy community. 17 of our buildings are managed and subsidized by BRIGHTSIDE while the other 9 buildings are managed by Brightside but subsidized by BC Housing.

Who is Eligible?

In order to qualify for our buildings, applicant must meet the income eligibility criteria. The annual gross income limits (before taxes) are based on the local Housing Income Limits (HIL) set by BC Housing.

- \$41,500 for bachelor suites
- \$48,000 for a one bedroom units
- \$58,000 for a two bedroom units

Occupancy

Brightside follows the National Occupancy Standards as determined by the Canada Mortgage and Housing Corporation.

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

To maximize the use of limited on-bedroom units, priority for available units is set as follows:

1. Couples
2. Single applicants with a documented medical need for a one-bedroom unit,
3. All other single applicants

Rent

Division I buildings are managed and subsidized by Brightside.

Applicants considered for Division I buildings have to be within HILs, as above, and meet the minimum income limits.

Minimum Income Limit:

Bachelors: \$24,000 One Bedroom: \$25,950 Two Bedroom: \$33,000

Maximum Rent: Maximum rents vary by zones based on the CMHC report released every year.



The rents are subject to subsidies. The type and availability of subsidy an applicant qualifies for depends on:

Type: Gross monthly income / Age / Length of residency in BC / Citizenship

Availability: Agreements with various levels of government / Cost of servicing debt / Costs of maintenance and operations

Minimum Rent: Minimal rental rates are subject to budget changes. At this time, minimal rental rates are as follows:

Bachelor: \$800 One Bedroom: \$865 Two Bedroom: \$1,100

Note: Rent will only be calculated once application has been processed.

Each year tenants are required to undergo an income review. You will be required to submit specific documentation to confirm income during this process. This review is to ensure that tenants comply with BRIGHTSIDE's tenancy criteria for subsidies. To prevent significant rent increases you must submit ALL requested documentation by the date provided.

Division II and 1993 buildings are managed by Brightside and subsidized by BC Housing.

In order to qualify to BC Housing subsidized buildings, applicants must have a BC Housing file number. Rent is based on 30% of an applicant's income. If an applicant is approved, the rent is calculated before the tenant moves in to a unit. Every year, an annual income review takes place and tenants need to submit specific documentation to verify their income.

Please be advised that currently, division II and 1993 have a **long waitlist**.

Please be aware that if application is approved and offer is accepted housing insurance is required before move in.

Application Process

Applicants must complete our application form and submit **ALL** the required income documents requested. Applicants are responsible of ensuring the application is complete.

Applications will only be processed when complete documentation is submitted to Brightside.

- First, income documents are used to ensure if the applicant meets the income limit criteria. Once this step is completed, credit check and reference checks will be verified.
- If the applicant is eligible, the applicant will be contacted by phone to arrange viewings at available units.
- If the application is declined, the applicant will not be contacted. It is the applicant responsibility to follow up on the status of their application
- Applications that have not been updated with required documents for more than two months will become expired.



Application and Income Documents Checklist

Please see below the checklist for all required documents for application to Brightside. All division I applicants have to provide income documents with the application. Division II and 1993 will have to provide all documents once the application has been processed.

- Completed & signed application form
- Copies of most recent Bank Statements or bank books for **ALL** Bank Accounts showing the last 3 month's transactions & the current balance. **Bank Statement and/or bank books must** show your full name and account number.
- Copy of your **Completed** 2017 Income Tax Form (**T1 General**)
- Copy of your 2017 **Notice of Assessment**.
- Copies of your most recent Pay Stubs – at least three months (if you are employed)
- Copies of recent BC Benefits Cheque Stub or letter from Ministry stating the gross amount you receive per month.
- Copies of most recent statement(s) of all assets, i.e. Bonds, Mutual Funds, Term Deposits, RRSP's and **ALL**

Note: Applicants receiving SAFER, do not need to provide the documents mentioned in the list above. However, applicant must provide a SAFER proof:

- A **recent** bank statement showing SAFER deposit; or
- A **recent** letter from SAFER stating the applicant receives SAFER.

SAFER

- If you are 60 years or older you may be eligible for SAFER (Shelter Aid For Elderly Renters). SAFER is a BC Housing program that provides monthly cash subsidies for renters over 60 with low to moderate incomes. Please call 604-433-2218 for more information; or,
- Find the application online at [bchousing.org/Options/Rental market/SAFER](http://bchousing.org/Options/Rental%20market/SAFER) or come to the BRIGHTSIDE office at #300 – 905 West Pender Street, Vancouver, BC, V6C1L6 to pick up an application.

Be advised that it is the applicants' responsibility to make sure that the application is complete. If you require assistance, please call us at 604-684-3515.



Assistance

If you need assistance gathering your documents and filling out the application, please contact the following organization:

Senior 411

Address: 704-333 Terminal Avenue, Vancouver, BC, V6A 4C1

Phone: 604-684-8171

Email: contact411@411seniors.bc.ca

Submission

Applications can be submitted to Brightside by email at info@brightsidehomes.ca or in person at #300 – 905 West Pender Street, Vancouver, BC, V6C1L6.

Contact

If you have any questions about our application process, contact our office at 604-684-3515 or email us at admin@brightsidehomes.ca. We are located at #300 – 905 West Pender Street, Vancouver, BC, V6C1L6.



HOUSING APPLICATION FORM

Division: _____ BC Housing File #: _____

Name: _____ Birthdate: _____ Age: _____
(Last Name) (First Name) dd/mm/yyyy

Household Information: List all household members, excluding you.

Name:	(Last Name)	(First Name)	Relationship To Applicant	Birthdate	Age
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Address: Suite No. _____ - _____

Postal Code: _____ Phone: _____ E-Mail: _____

Health Issues (Any Disabilities) _____

Income (Indicate Amounts):		Old Age Security/ Guar. Income Supplement: \$ _____
Social Assistance: \$ _____	CPP: \$ _____	PWD/PPMB: \$ _____
Employment: \$ _____	Other (specify): \$ _____	TOTAL <input type="text"/>

Assets: (Bonds, Cash in Bank): \$ _____ Real Estate, RRP'S, etc: \$ _____

Social Insurance Number (optional): _____ Do you receive SAFER? Yes No

Type of Present Accommodation: Home Apartment Basement Room & Board Shelter

Living with Family/Friends Other (specify) _____ How many bedrooms? _____

Current Rent: \$ _____ Utilities: \$ _____ Heat Included? Yes No

Why do you wish to move? _____

How long have you lived at your present address? _____

Have you ever lived in Social Housing? If yes, where? _____

Have you ever been evicted? If yes, why? _____

What notice are you required to give? One Month Two Months No Notice Required

Do you have any Pets? Yes, Type: _____ No

Preferred Suites: _____

**** BRIGHTSIDE HAS A "NO PET POLICY" ****



REFERENCES:

Present Landlord Name: _____ Telephone # _____

Past Landlord Name: _____ Telephone # _____

Past Landlord Name: _____ Telephone # _____

Relationship: _____

DECLARATION:

I/ We understand that the application does not constitute an agreement of Brightside to provide me/us with accommodation. I/We declare the above information to be correct and complete and that all and any changes will be provided with documentation where required to support this application.

Pursuant to the Freedom of Information and Protection of Privacy Act, I /We give Brightside my/our consent to make any inquires that are necessary to verify the information given in this application. I/We further authorize any person, Corporation or social agency to release to Brightside any information pertinent to the assessment of my/our application.

I/We authorize Brightside 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.

Signed: _____

Date: _____

****Brightside will hold your application for no more than 6 months from the date it is submitted****