

### PRE-APPLICATION FACTS AND CHECKLIST

Please take the time to go through the checklist below. If you answer “no” to any of items listed, you may not be eligible for housing at 1720 Kingsway.

- Are you currently a resident of Vancouver?
- Do you currently work in Vancouver?
- Is your household gross annual income between \$49,999 and \$69,360?
- Are you applying as a single person or a couple sharing a bedroom?
- Are you willing/able to provide proof of income and assets?

The apartments at 1720 Kingsway are designated as below market (affordable) housing for residents of Vancouver, and as such, tenants must meet certain eligibility criteria as set out by the City of Vancouver and the Vancouver Community Land Trust. Additionally, there are restrictions on things like number of tenants per unit, pets and parking that you should be aware of before applying:

- This housing is designed for singles and couples with no children.
- There is no parking provided.
- Utilities are not included in the rent.
- Maximum of one pet per unit allowed. Pet deposit is required.
- No in suite laundry. On site laundry is available at a cost.
- 50% of the units are reserved for clients of the Kettle Society.
- The building allows smoking in some suites. There are designated non-smoking suites where smoking is not allowed. There is no smoking whatsoever allowed in common areas of the building, including hallways.
- Tenants will be required to carry renters' insurance, and provide proof of same.

Contact **Sanford Housing Society** at 604-732-5105 if you have any questions about your eligibility.

# KINGSWAY APPLICATION FORM

FOR OFFICE USE ONLY  
Application No.: \_\_\_\_\_

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

## 1. Applicant Information

Last Name	First Name	Initial

Preferred date of Move in? (dd/mm/yyyy) \_\_\_\_\_

## 2. Applicant Details

You must currently reside or work in Vancouver to be eligible for housing at Kingsway Apartments.

Current Address	City	Province	Postal Code

How long have you lived at your current address? \_\_\_\_\_ months/years

Home phone	Work phone
Mobile phone	Email

## 3. Household Information

List yourself first.

Last Name	First Name & Initial	Relationship	Birth Date (dd/mm/yyyy)	Age
1.		Self		
2.				

Do you have any pets?     Yes     No

If Yes, how many in total? \_\_\_\_\_ Type? (i.e. dog, cat) \_\_\_\_\_

## KINGSWAY APPLICATION FORM

### 4. Residency History

**4a. Please provide information on where you have lived for the last 5 years.**

Address (street, city)	From Date dd/mm/yyyy	To Date dd/mm/yyyy	Landlord Name	Landlord Phone #	Reason for Leaving

**4b. Has the other adult (aged 19 or older) listed on this application lived with you for less than two years?**

**If Yes,** please list their landlord information below for the last five years.

Address (street, city)	From Date dd/mm/yyyy	To Date dd/mm/yyyy	Landlord Name	Landlord Phone #	Reason for Leaving

### 5. Employment Details

**Current Employer/s**

Employer (Applicant 1)	Position	How Long
Address	Contact Person	Phone
Employer (Applicant 2 if applicable)	Position	How Long
Address	Contact Person	Phone

## KINGSWAY APPLICATION FORM

### 6. Income and Asset Information

6a. List gross monthly income from all sources (before deductions).

Name	Income Source (employment, pensions, disability income, child/spousal support, rental income)	Gross Monthly Income
Total gross monthly income for household		\$

6b. List the current value of all assets held.

Stocks/Bonds/Term Deposits	\$	Residential Real Estate	\$
Cash/Bank Balance	\$	RRSPs/Annuities	\$
Other Assets (describe)	\$	Other Real Estate Holdings	\$

**Note: Proof of income and assets must be sent in with application.** Please see checklist at end of form.

### 7. References

Please provide two references (friend, co-worker, employer or someone who knows you well) Minimum of one reference must be from a landlord.

Name	Phone	Email	Relationship

### 8. Unit Preference

Applying for:     Standard unit (\$1,275/month)     Large 560 sq ft unit (\$1,460/month)  
                           Smoking unit                       Non-smoking unit                       Doesn't Matter

## KINGSWAY APPLICATION FORM

### 9. Agreement

I/We declare that the information given in this Application is true, correct and complete in all respects. I/We understand that misrepresentation of the information requested herein, in writing or by omission, may result in the application being declined. This application does not constitute a tenancy agreement.

I/We acknowledge that Sanford Housing Society (SHS) will use the information provided to determine eligibility for housing and to establish an applicant file. If the applicant is accepted for tenancy, updated financial information may be required annually to determine ongoing eligibility.

I/We understand that the Vancouver Community Land Trust and City of Vancouver may audit the information provided in or with this Application at any time.

I/We consent to SHS using the information on this form to obtain personal, financial, employment and credit information and authorize any person or agency to disclose relevant information about the applicant to the Landlord.

I/We understand that the landlord may use the information provided to conduct a credit check.

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date (dd/mm/yyyy)*

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date (dd/mm/yyyy)*

### Application Form Checklist

#### Proof of current address and rent

- Copy of current rent receipt or recent rent increase notice; or
- Copy of lease or tenancy; **And**
- Copy of a recent utility bill

#### Proof of income and assets

- Proof of current gross monthly income (last three consecutive cheque stubs or letter from employer)
- Copies of cheque stubs, bank statements (3 months) showing direct deposit of pensions, or other confirmation of income for any other income source
- Copies of bank statements or letter from financial institution stating total value of asset(s)
- Copy of most recent income tax Notice of Assessment document
- Property tax assessments for value of property owned and proof of outstanding mortgage(s) if you own property

Applications may be submitted to Sanford Housing Society by:

- Mail: 225 West 2<sup>nd</sup> Avenue, Vancouver, BC V5Y 1C7 **or**
- Fax: (604) 732-5127 **or**
- Email: [info@sanfordhs.ca](mailto:info@sanfordhs.ca)