BC Housing Application Manual

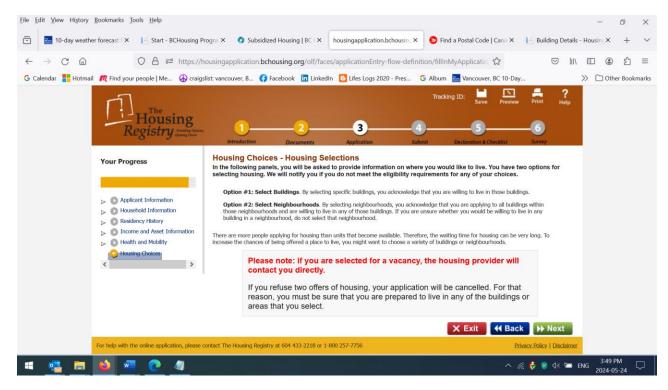
Tenant Process for Applying at BCH

- 1. Go to the BC Housing (BCH) website and check that you are eligible for subsidized housing by reviewing the "Am I eligible?" section at https://www.bchousing.org/housing-assistance/rental-housing/subsidized-housing
- 2. If you are eligible, sign up for Subsidized Housing. Our address is 7415 Sussex Ave, Burnaby, BC V5J 3V6 and the building reference code with BC Housing is DTM.
 - To complete the online application https://housingapplication.bchousing.org/olf/faces/welcome
 - To download a paper application https://www.bchousing.org/housing-assistance/rental-housing/subsidized-housing#paper-application
- 3. Follow these instructions to complete your BCH Application:
 - Check that you have the necessary supporting documents
 - o Identification and proof of status in Canada for all household members
 - Proof of current address and rent
 - Proof of income and assets
 - o Proof of full-time student status for dependent children aged 19-24
 - Copy of repayment agreement (if money is owed to previous subsidized housing)
 - Copy of Notice to End Tenancy
 - Optional: Supplemental Application Form (if you wish to receive extra consideration for homelessness, a serious health condition affected by current housing, or fleeing domestic violence/abuse)
 - Fill in your housing application (allow up to 60 minutes). Refer to the additional instructions below.
 - Online
 - Submit the housing application online. Instructions are provided below.
 - Print the Declaration, sign and mail the Declaration and copies of supporting documents to The Housing Registry
 - Paper
 - Mail or fax or drop off your completed Application form, signed Declaration, and copies of supporting documents to The Housing Registry

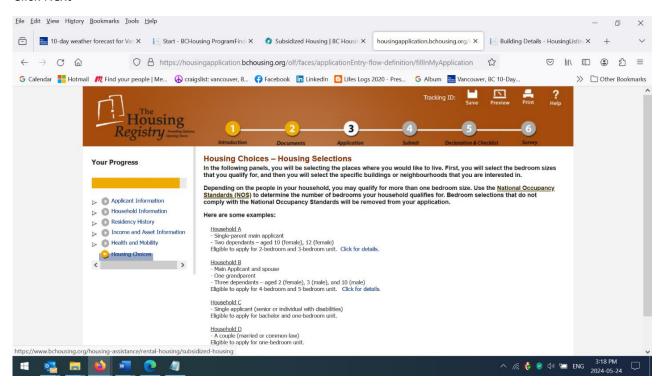
For information or assistance regarding the Housing Registry system and this application, contact the Housing Registry Inquiry Line at 604-433-2218 or 1-800-257-7756.

When you arrive at the following screen below, please following the instructions in this manual. Note that the screenshots are EXAMPLES. Do not copy the answers in the screenshots.

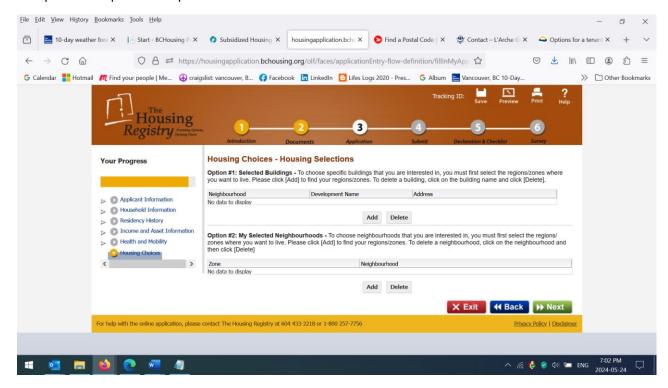
Click Next



Click Next

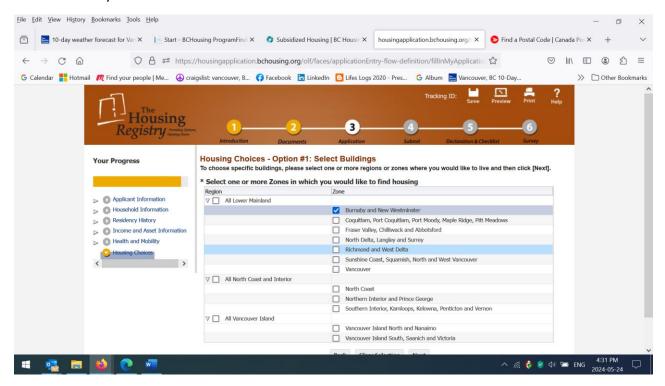


Complete as requested - Option #1



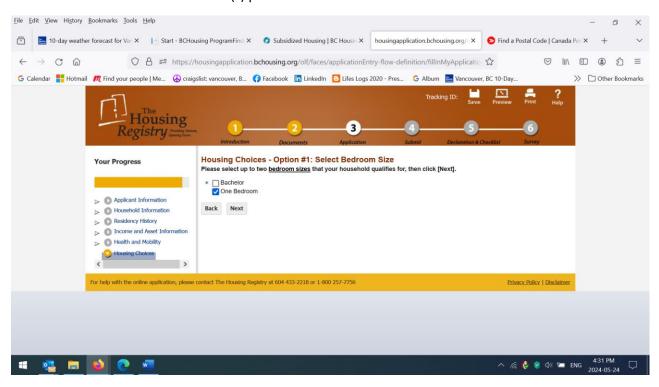
Complete as requested

Burnaby and New Westminster = Select



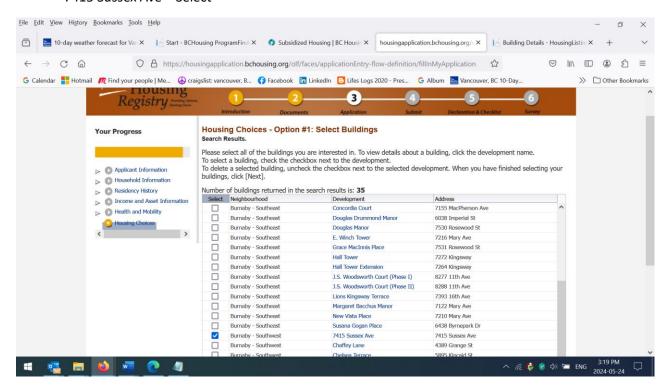
Complete as requested

• Select the most suitable Unit(s) provided

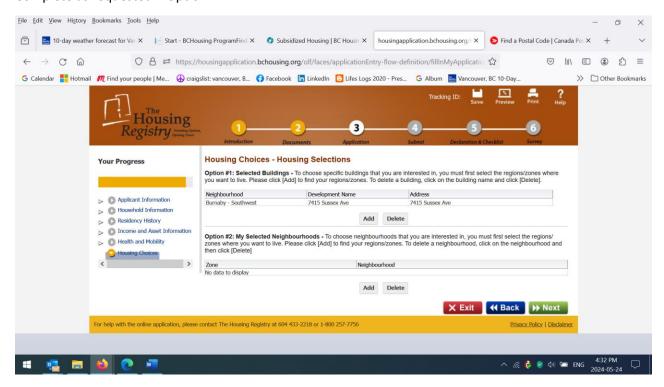


Complete as requested. If you do not find the L'Arche address below, click Back and select another Unit from the list.

7415 Sussex Ave = Select

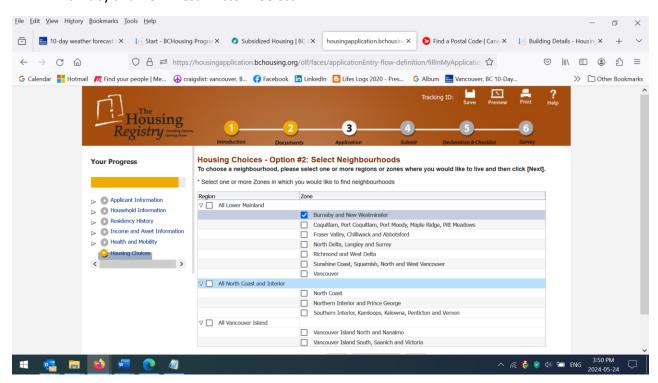


Complete as requested - Option #2



Complete as requested

Burnaby and New Westminster = Select



Complete as requested

• Burnaby - Southwest = Select

