

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
 - Identification and proof of status in Canada for all household members
 - Proof of current address and rent
 - Proof of income and assets
 - 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

The screenshot shows the Housing Registry application flow. The progress bar indicates the user is at Step 3: Application. The main content area is titled "Housing Choices - Housing Selections". It contains the following text:

Housing Choices - Housing Selections
In the following panels, you will be asked to provide information on where you would like to live. You have two options for selecting housing. We will notify you if you do not meet the eligibility requirements for any of your choices.

Option #1: Select Buildings. By selecting specific buildings, you acknowledge that you are willing to live in those buildings.

Option #2: Select Neighbourhoods. By selecting neighbourhoods, you acknowledge that you are applying to all buildings within those neighbourhoods and are willing to live in any of those buildings. If you are unsure whether you would be willing to live in any building in a neighbourhood, do not select that neighbourhood.

There are more people applying for housing than units that become available. Therefore, the waiting time for housing can be very long. To increase the chances of being offered a place to live, you might want to choose a variety of buildings or neighbourhoods.

Please note: if you are selected for a vacancy, the housing provider will contact you directly.

If you refuse two offers of housing, your application will be cancelled. For that reason, you must be sure that you are prepared to live in any of the buildings or areas that you select.

Navigation buttons: Exit, Back, Next.

Click Next

The screenshot shows the Housing Registry application flow. The progress bar indicates the user is at Step 3: Application. The main content area is titled "Housing Choices - Housing Selections". It contains the following text:

Housing Choices - Housing Selections
In the following panels, you will be selecting the places where you would like to live. First, you will select the bedroom sizes that you qualify for, and then you will select the specific buildings or neighbourhoods that you are interested in.

Depending on the people in your household, you may qualify for more than one bedroom size. Use the National Occupancy Standards (NOS) to determine the number of bedrooms your household qualifies for. Bedroom selections that do not comply with the National Occupancy Standards will be removed from your application.

Here are some examples:

Household A
- Single-parent main applicant
- Two dependants – aged 10 (female), 12 (female)
Eligible to apply for 2-bedroom and 3-bedroom unit. [Click for details.](#)

Household B
- Main Applicant and spouse
- One grandparent
- Three dependants – aged 2 (female), 3 (male), and 10 (male)
Eligible to apply for 4-bedroom and 5-bedroom unit. [Click for details.](#)

Household C
- Single applicant (senior or individual with disabilities)
Eligible to apply for bachelor and one-bedroom unit.

Household D
- A couple (married or common-law)
Eligible to apply for one-bedroom unit.

Navigation buttons: Exit, Back, Next.

Complete as requested – Option #1

The screenshot shows the 'Housing Choices - Housing Selections' page in the 'The Housing Registry' application. The progress bar at the top indicates the user is at step 3, 'Application'. The 'Your Progress' sidebar on the left lists the steps: Applicant Information, Household Information, Residency History, Income and Asset Information, Health and Mobility, and Housing Choices (which is highlighted). The main content area is titled 'Housing Choices - Housing Selections' and contains two options. Option #1, 'Selected Buildings', is selected and shows a table with columns for Neighbourhood, Development Name, and Address. Below the table are 'Add' and 'Delete' buttons. Option #2, 'My Selected Neighbourhoods', is also shown with a table for Zone and Neighbourhood, and 'Add' and 'Delete' buttons. At the bottom, there are 'Exit', 'Back', and 'Next' buttons. A footer bar contains contact information for The Housing Registry and links to Privacy Policy and Disclaimer.

File Edit View History Bookmarks Tools Help

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https://housingapplication.bchousing.org/ol/faces/applicationEntry-flow-definition/fillInMyApp

Calendar Hotmail Find your people | Me... craigslist: vancouver, B... Facebook LinkedIn Lives Logs 2020 - Pres... Album Vancouver, BC 10-Day... Other Bookmarks

The Housing Registry

Tracking ID: Save Preview Print Help

1 Introduction 2 Documents 3 Application 4 Submit 5 Declaration & Checklist 6 Survey

Your Progress

Applicant Information

Household Information

Residency History

Income and Asset Information

Health and Mobility

Housing Choices

Housing Choices - Housing Selections

Option #1: Selected Buildings - To choose specific buildings that you are interested in, you must first select the regions/zones where you want to live. Please click [Add] to find your regions/zones. To delete a building, click on the building name and click [Delete].

Neighbourhood Development Name Address

No data to display

Add Delete

Option #2: My Selected Neighbourhoods - To choose neighbourhoods that you are interested in, you must first select the regions/zones where you want to live. Please click [Add] to find your regions/zones. To delete a neighbourhood, click on the neighbourhood and then click [Delete].

Zone Neighbourhood

No data to display

Add Delete

Exit Back Next

For help with the online application, please contact The Housing Registry at 604 433-2218 or 1-800 257-7756

Privacy Policy | Disclaimer

7:02 PM 2024-05-24

Complete as requested

- Burnaby and New Westminster = Select

The screenshot shows the 'Housing Choices - Option #1: Select Buildings' page in the 'The Housing Registry' application. The progress bar at the top indicates the user is at step 3, 'Application'. The 'Your Progress' sidebar on the left lists the steps: Applicant Information, Household Information, Residency History, Income and Asset Information, Health and Mobility, and Housing Choices (which is highlighted). The main content area is titled 'Housing Choices - Option #1: Select Buildings' and contains instructions to select one or more regions or zones. Below the instructions is a table with columns for Region and Zone. The table lists various regions and zones, with 'Burnaby and New Westminster' selected under the 'All Lower Mainland' region. At the bottom, there are 'Back', 'Clear Selections', and 'Next' buttons. A footer bar contains contact information for The Housing Registry and links to Privacy Policy and Disclaimer.

File Edit View History Bookmarks Tools Help

10-day weather forecast for Van... Start - BCHousing ProgramFind... Subsidized Housing | BC Housi... housingapplication.bchousing.org/... Find a Postal Code | Canada Po... + v

https://housingapplication.bchousing.org/ol/faces/applicationEntry-flow-definition/fillInMyApplicatio

Calendar Hotmail Find your people | Me... craigslist: vancouver, B... Facebook LinkedIn Lives Logs 2020 - Pres... Album Vancouver, BC 10-Day... Other Bookmarks

The Housing Registry

Tracking ID: Save Preview Print Help

1 Introduction 2 Documents 3 Application 4 Submit 5 Declaration & Checklist 6 Survey

Your Progress

Applicant Information

Household Information

Residency History

Income and Asset Information

Health and Mobility

Housing Choices

Housing Choices - Option #1: Select Buildings

To choose specific buildings, please select one or more regions or zones where you would like to live and then click [Next].

* Select one or more Zones in which you would like to find housing

Region	Zone
<input type="checkbox"/> All Lower Mainland	<input checked="" type="checkbox"/> Burnaby and New Westminster
	<input type="checkbox"/> Coquitlam, Port Coquitlam, Port Moody, Maple Ridge, Pitt Meadows
	<input type="checkbox"/> Fraser Valley, Chilliwack and Abbotsford
	<input type="checkbox"/> North Delta, Langley and Surrey
	<input type="checkbox"/> Richmond and West Delta
	<input type="checkbox"/> Sunshine Coast, Squamish, North and West Vancouver
	<input type="checkbox"/> Vancouver
<input type="checkbox"/> All North Coast and Interior	<input type="checkbox"/> North Coast
	<input type="checkbox"/> Northern Interior and Prince George
	<input type="checkbox"/> Southern Interior, Kamloops, Kelowna, Penticton and Vernon
<input type="checkbox"/> All Vancouver Island	<input type="checkbox"/> Vancouver Island North and Nanaimo
	<input type="checkbox"/> Vancouver Island South, Saanich and Victoria

Back Clear Selections Next

4:31 PM 2024-05-24

Complete as requested

- Select the most suitable Unit(s) provided

The screenshot shows the Housing Registry application flow. The top navigation bar includes 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', and 'Help'. The address bar shows the URL 'https://housingapplication.bchousing.org/ol/faces/applicationEntry-flow-definition/fillInMyApplication'. The page title is 'Housing Choices - Option #1: Select Bedroom Size'. The main content area has a heading 'Housing Choices - Option #1: Select Bedroom Size' and a subheading 'Please select up to two bedroom sizes that your household qualifies for, then click [Next]'. There are two radio button options: 'Bachelor' (unchecked) and 'One Bedroom' (checked). Below the options are 'Back' and 'Next' buttons. A progress bar at the top shows steps 1 to 6, with step 3 highlighted. A sidebar on the left shows the user's progress through various sections, with 'Housing Choices' highlighted.

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

The screenshot shows the Housing Registry application flow. The top navigation bar includes 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', and 'Help'. The address bar shows the URL 'https://housingapplication.bchousing.org/ol/faces/applicationEntry-flow-definition/fillInMyApplication'. The page title is 'Housing Choices - Option #1: Select Buildings'. The main content area has a heading 'Housing Choices - Option #1: Select Buildings' and a subheading 'Search Results'. It asks the user to select all of the buildings they are interested in. Below the text is a table with columns 'Select', 'Neighbourhood', 'Development', and 'Address'. The building '7415 Sussex Ave' is selected. Navigation buttons 'Back' and 'Next' are visible. A progress bar at the top shows steps 1 to 6, with step 3 highlighted. A sidebar on the left shows the user's progress through various sections, with 'Housing Choices' highlighted.

Select	Neighbourhood	Development	Address
<input type="checkbox"/>	Burnaby - Southeast	Concordia Court	7155 MacPherson Ave
<input type="checkbox"/>	Burnaby - Southeast	Douglas Drummond Manor	6038 Imperial St
<input type="checkbox"/>	Burnaby - Southeast	Douglas Manor	7530 Rosewood St
<input type="checkbox"/>	Burnaby - Southeast	E. Winch Tower	7216 Mary Ave
<input type="checkbox"/>	Burnaby - Southeast	Grace MacInnis Place	7531 Rosewood St
<input type="checkbox"/>	Burnaby - Southeast	Hall Tower	7272 Kingsway
<input type="checkbox"/>	Burnaby - Southeast	Hall Tower Extension	7264 Kingsway
<input type="checkbox"/>	Burnaby - Southeast	J.S. Woodworth Court (Phase I)	8277 11th Ave
<input type="checkbox"/>	Burnaby - Southeast	J.S. Woodworth Court (Phase II)	8288 11th Ave
<input type="checkbox"/>	Burnaby - Southeast	Lions Kingsway Terrace	7393 16th Ave
<input type="checkbox"/>	Burnaby - Southeast	Margaret Bacchus Manor	7122 Mary Ave
<input type="checkbox"/>	Burnaby - Southeast	New Vista Place	7210 Mary Ave
<input type="checkbox"/>	Burnaby - Southeast	Susana Gogan Place	6438 Byrnespark Dr
<input checked="" type="checkbox"/>	Burnaby - Southwest	7415 Sussex Ave	7415 Sussex Ave
<input type="checkbox"/>	Burnaby - Southwest	Chaffey Lane	4389 Grange St
<input type="checkbox"/>	Burnaby - Southwest	Chelsea Terrace	5895 Kincaid St

Complete as requested – Option #2

The screenshot shows the 'Housing Choices - Housing Selections' page for Option #1: Selected Buildings. The progress bar at the top indicates the current step is 'Application' (3). The left sidebar shows the 'Your Progress' section with 'Housing Choices' selected. The main content area has two sections: 'Option #1: Selected Buildings' and 'Option #2: My Selected Neighbourhoods'. The first section contains a table with columns for Neighbourhood, Development Name, and Address. The second section contains a table with columns for Zone and Neighbourhood. The bottom of the page has a yellow bar with contact information and a privacy policy link.

Housing Choices - Housing Selections

Option #1: Selected Buildings - To choose specific buildings that you are interested in, you must first select the regions/zones where you want to live. Please click [Add] to find your regions/zones. To delete a building, click on the building name and click [Delete].

Neighbourhood	Development Name	Address
Burnaby - Southwest	7415 Sussex Ave	7415 Sussex Ave

Option #2: My Selected Neighbourhoods - To choose neighbourhoods that you are interested in, you must first select the regions/zones where you want to live. Please click [Add] to find your regions/zones. To delete a neighbourhood, click on the neighbourhood and then click [Delete].

Zone	Neighbourhood
No data to display	

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Complete as requested

- Burnaby and New Westminster = Select

The screenshot shows the 'Housing Choices - Option #2: Select Neighbourhoods' page. The progress bar at the top indicates the current step is 'Application' (3). The left sidebar shows the 'Your Progress' section with 'Housing Choices' selected. The main content area has a section titled 'Housing Choices - Option #2: Select Neighbourhoods' with instructions to select one or more regions or zones. Below this is a table with columns for Region and Zone. The 'All Lower Mainland' region is selected, and the 'Burnaby and New Westminster' zone is checked. The 'All North Coast and Interior' region is also selected, and the 'North Coast' zone is checked. The 'All Vancouver Island' region is selected, and the 'Vancouver Island North and Nanaimo' zone is checked.

Housing Choices - Option #2: Select Neighbourhoods

To choose a neighbourhood, please select one or more regions or zones where you would like to live and then click [Next].

* Select one or more Zones in which you would like to find neighbourhoods

Region	Zone
<input checked="" type="checkbox"/> All Lower Mainland	<input checked="" type="checkbox"/> Burnaby and New Westminster
	<input type="checkbox"/> Coquitlam, Port Coquitlam, Port Moody, Maple Ridge, Pitt Meadows
	<input type="checkbox"/> Fraser Valley, Chilliwack and Abbotsford
	<input type="checkbox"/> North Delta, Langley and Surrey
	<input type="checkbox"/> Richmond and West Delta
	<input type="checkbox"/> Sunshine Coast, Squamish, North and West Vancouver
	<input type="checkbox"/> Vancouver
<input checked="" type="checkbox"/> All North Coast and Interior	<input type="checkbox"/> North Coast
	<input type="checkbox"/> Northern Interior and Prince George
	<input type="checkbox"/> Southern Interior, Kamloops, Kelowna, Penticton and Vernon
<input checked="" type="checkbox"/> All Vancouver Island	<input type="checkbox"/> Vancouver Island North and Nanaimo
	<input type="checkbox"/> Vancouver Island South, Saanich and Victoria

Complete as requested

- Burnaby - Southwest = Select

The screenshot shows a web browser window with the URL <https://housingapplication.bchousing.org/olf/faces/applicationEntry-flow-definition/fillInMyApplication>. The page is titled "The Housing Registry" and features a progress bar with six steps: 1. Introduction, 2. Documents, 3. Application, 4. Submit, 5. Declaration & Checklist, and 6. Survey. The current step is "Application".

On the left, a "Your Progress" sidebar lists the following sections: Applicant Information, Household Information, Residency History, Income and Asset Information, Health and Mobility, and Housing Choices (which is highlighted). Below this sidebar is a yellow bar with the text: "For help with the online application, please contact The Housing Registry at 604 433-2218 or 1-800 257-7756".

The main content area is titled "Housing Choice - Option #2: Select Neighbourhoods". It includes the following text: "Search Results. Please select all of the neighbourhoods you are interested in. To select a neighbourhood, check the checkbox next to the neighbourhood. To delete a selected neighbourhood, uncheck the checkbox next to the selected neighbourhood. When you have finished selecting your neighbourhoods, click [Next]."

Select	Zone	Neighbourhood
<input type="checkbox"/>	Burnaby and New Westminster	Burnaby - North
<input type="checkbox"/>	Burnaby and New Westminster	Burnaby - Southeast
<input checked="" type="checkbox"/>	Burnaby and New Westminster	Burnaby - Southwest
<input type="checkbox"/>	Burnaby and New Westminster	New Westminster

At the bottom of the table are two buttons: "Back" and "Next".

At the bottom right of the page, there is a footer with the text: "Privacy Policy | Disclaimer".