

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 0K1 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.

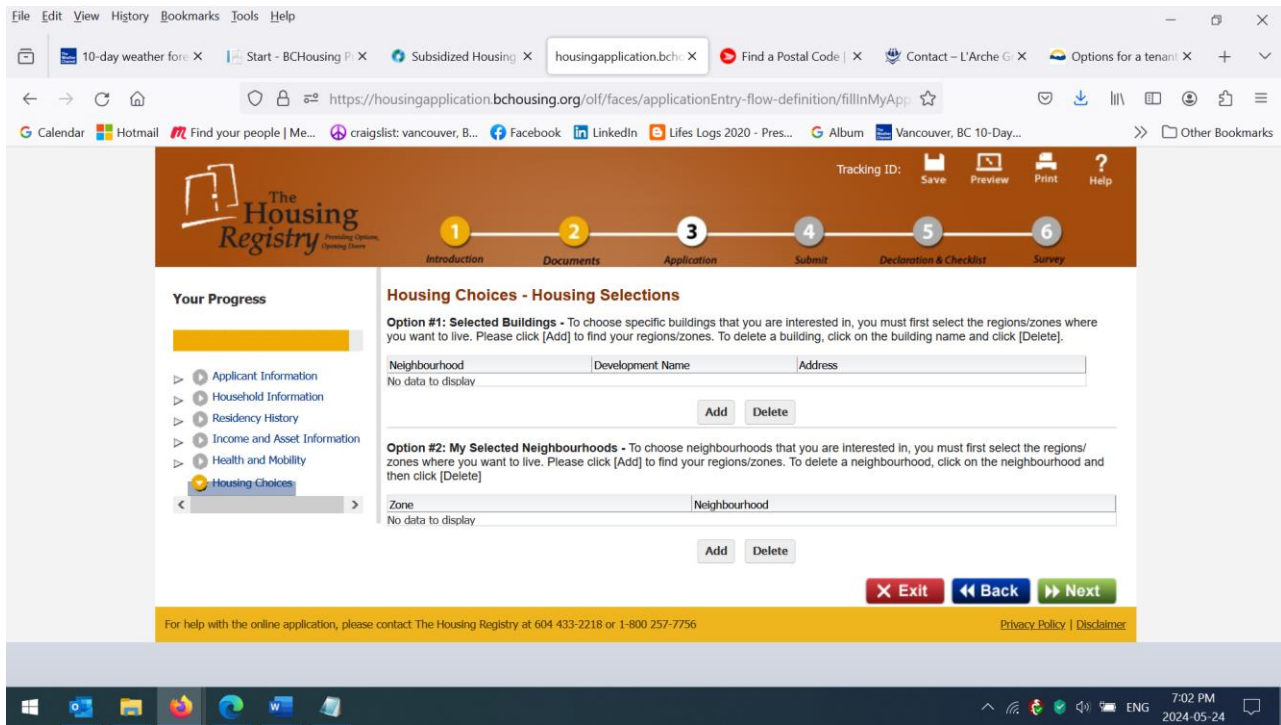
Click Next

The screenshot shows a web browser window with the URL <https://housingapplication.bchousing.org/olf/faces/applicationEntry-flow-definition/fillInMyApplication>. The page header includes the logo for 'The Housing Registry' and a progress bar with six steps: 1. Introduction, 2. Documents, 3. Application, 4. Submit, 5. Declaration & Checklist, and 6. Survey. Step 3 is currently active. On the left, a 'Your Progress' sidebar lists various sections, with 'Housing Choices' highlighted. The main content area is titled 'Housing Choices - Housing Selections' and contains the following text: '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.' It then lists two options: 'Option #1: Select Buildings' and 'Option #2: Select Neighbourhoods'. A red-bordered box contains a 'Please note' warning: '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.' At the bottom, there are 'Exit', 'Back', and 'Next' buttons. The system tray shows the time as 3:49 PM on 2024-05-24.

Click Next

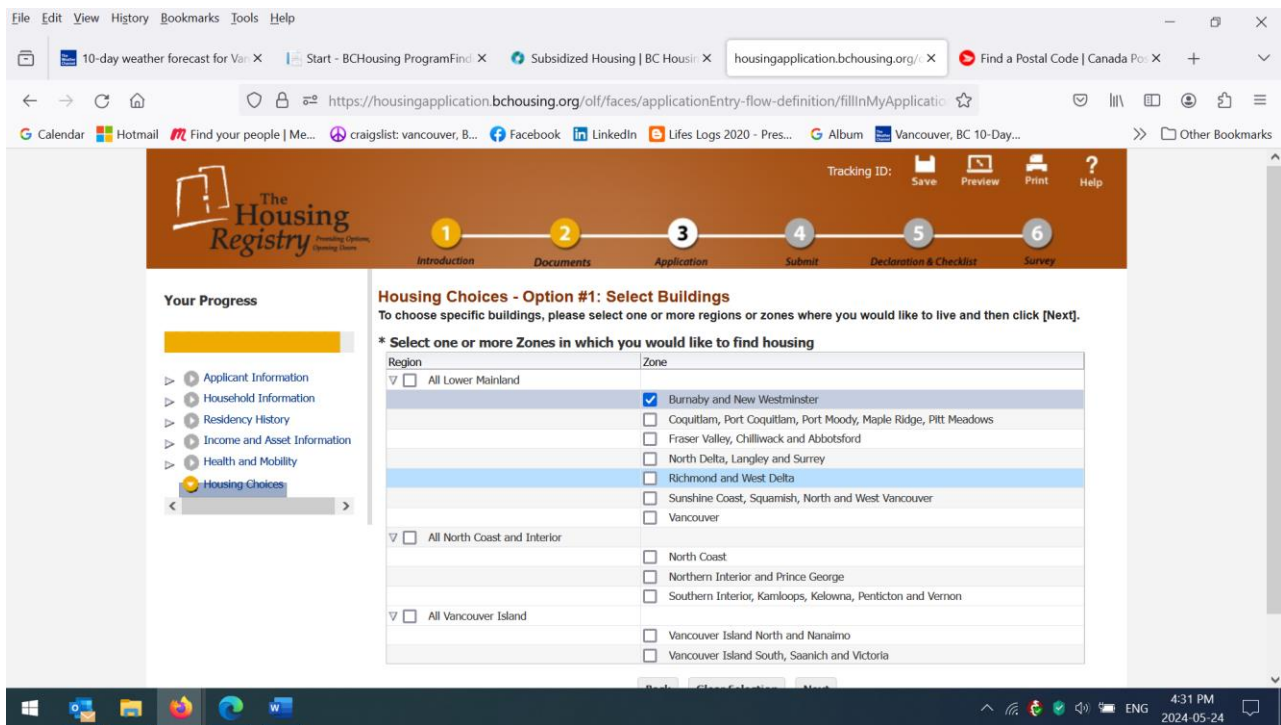
This screenshot is similar to the one above, showing the 'Housing Choices - Housing Selections' page. The progress bar and sidebar are the same. The main content area explains that users will select bedroom sizes and specific buildings or neighbourhoods. It includes a section titled 'Depending on the 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.' Below this, it provides 'Here are some examples:' followed by four household types: 'Household A' (single-parent main applicant, two dependants aged 10 and 12, eligible for 2- and 3-bedroom units), 'Household B' (main applicant and spouse, one grandparent, three dependants aged 2, 3, and 10, eligible for 4- and 5-bedroom units), 'Household C' (single applicant, senior or individual with disabilities, eligible for bachelor and one-bedroom units), and 'Household D' (a couple, married or common-law, eligible for one-bedroom units). The system tray shows the time as 3:18 PM on 2024-05-24.

Complete as requested – Option #1



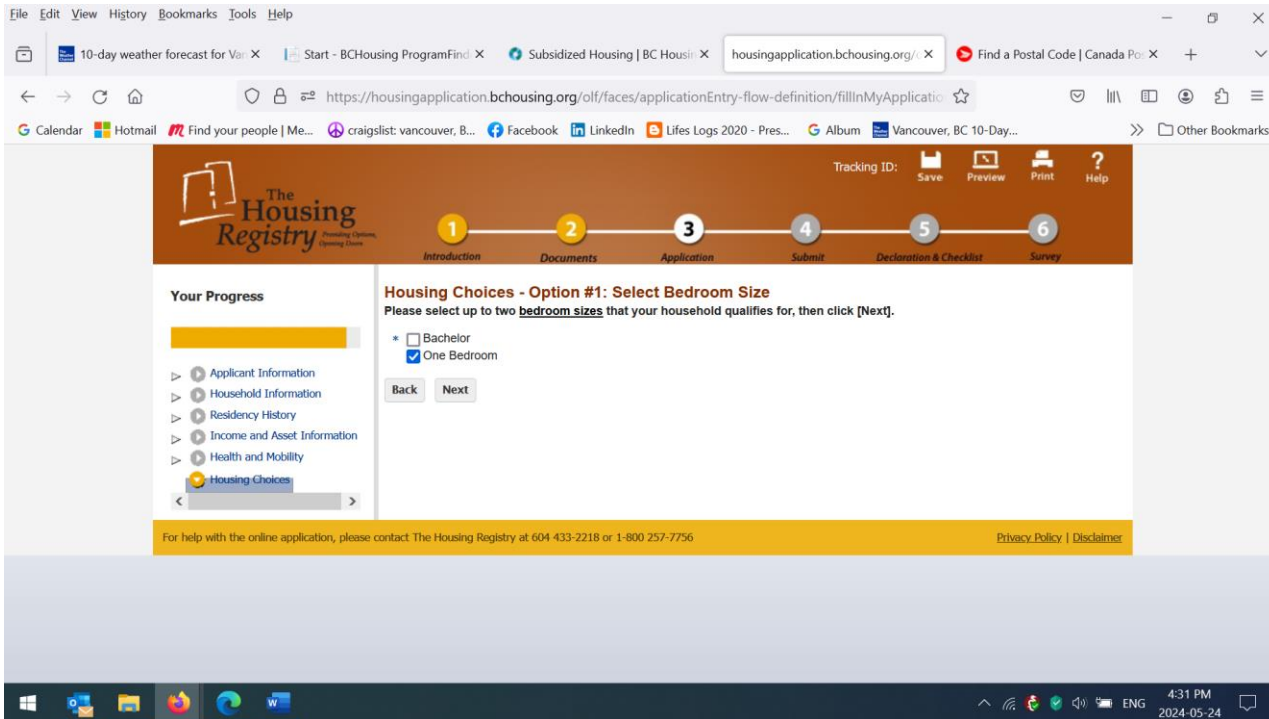
Complete as requested

- Burnaby and New Westminster = Select



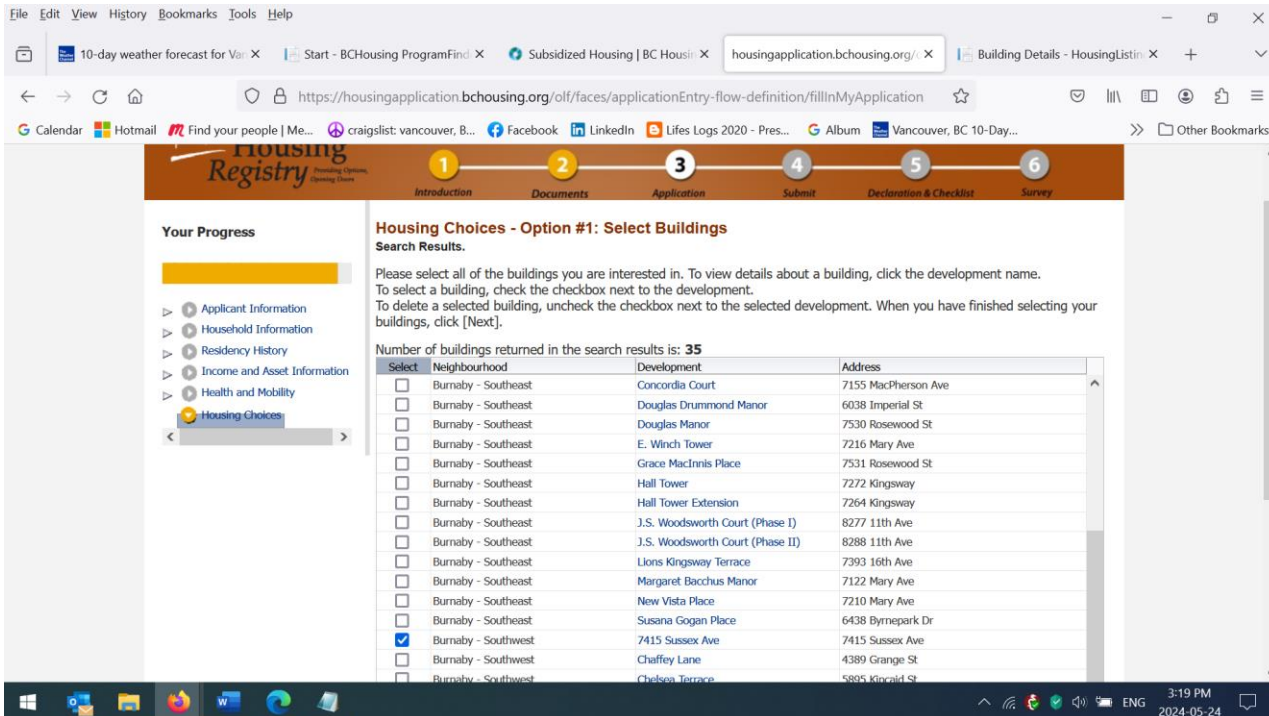
Complete as requested

- 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

The screenshot shows the 'Housing Choices - Housing Selections' page in the Housing Registry application. The progress bar at the top indicates the current step is 'Application' (3). The 'Your Progress' sidebar on the left shows 'Housing Choices' as the active section. The main content area is titled 'Housing Choices - Housing Selections' and contains two options:

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

[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]

Navigation buttons: [Exit] [Back] [Next]

Footer: For help with the online application, please contact The Housing Registry at 604-433-2218 or 1-800-257-7756. Privacy Policy | Disclaimer

Complete as requested

- Burnaby and New Westminster = Select

The screenshot shows the 'Housing Choices - Option #2: Select Neighbourhoods' page in the Housing Registry application. The progress bar at the top indicates the current step is 'Application' (3). The 'Your Progress' sidebar on the left shows 'Housing Choices' as the active section. The main content area is titled 'Housing Choices - Option #2: Select Neighbourhoods' and contains the following instructions:

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 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, Pentiction 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

Complete as requested

- Burnaby - Southwest = Select

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 Choice - Option #2: Select Neighbourhoods

Search Results. Please select all of the neighbourhoods you are interested in. To select a neighbourhood, check the check box 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

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](#)

10:28 AM
2024-05-25