



Housing Application

OFFICE USE ONLY

Update:

Please consider my application for Canadian Mental health Association Vernon Branch (CMHA) Housing Programs. CMHA provides housing to people that live with a mental health issue; in partnership with Interior Health Authority – Mental Health and Substance Use and BC Housing.

We also have low income family housing in partnership with BC Housing.

*** PLEASE NOTE: CMHA units are NON-Smoking & have a pet policy ***

I am interested in applying for housing at:

- ☐ 53RD Ave (family & modified units) 2, 3, 4 Bedroom Units
- ☐ Yin Ho (family & modified units) 2 and 3 Bedroom Units

The following CMHA's housing units are program based. By applying residing at these Housing Programs you are agreeing to be part of the program which includes Mental Health and Substance Use Management.

I am interested in applying for housing at:

Bachelor	
1 Bedroom	
2 Bedroom	
3 Bedroom	
4 Bedroom	

Albert Place	
The Belvedere	
The Melrose	
SILP (Rental Assistance Program)	

I am interested in:

I also understand that my application will only be kept on file for 12 months and that if I wish to be considered for the program after this period, I will need to contact CMHA Vernon to update my application.

Name _____

Phone _____

Phone _____

Address _____

Birthdate _____

Signature _____

Doctor/CSW: _____ Phone: _____

1. Applicant Information

Last Name	First Name	Initial	Title (Please Check)
			Mr. Miss
			Mrs. Ms.
			Mr. Miss
			Mrs. Ms.

2. Contact Information

Address	City	Province	Postal Code
(Mailing if different from above)			
Home Phone	Work Phone		
Cell Phone	Email		
*Message Number (optional)	*Message Person Name		

*by providing an authorized contact, you are giving permission to CMHA Vernon & District to exchange information with that authorized contact in order to maintain and update your file. To remove an authorized contact please contact CMHA Vernon

3. Household Information

- a. List yourself, then all other household members - if needed attach a separate sheet for more names

Last Name	First Name & Initial	Relationship to Applicant	Birth Date (dd/mm/yy)	Age	Sex	Born in Canada?
		Self				

- b. Do all of the people listed live with you full time right now?

☐ Yes

☐ No

If **NO**, please provide the following information for all persons not living with you full time.

Name	# days per week	Shared Custody Yes or No?	If not shared custody, why are they not living with you full time?

- c. Do you expect the number of people living with you to change in the next 12 months? Yes or No

If **YES**, please explain and provide expected rate of household size change.

4. Residency History

a. Please provide information on where you have lived for the last five years.

Rental Address (street/city)	From Date	To Date	Landlord Name & Number	Reason for Leaving

b. Have you or any members of your household ever lived in subsidized housing? Yes or No

If YES, please provide the following information.

Name on Tenancy	Name & Address of Development	Reason for Leaving	Money Owning Yes or No?

5. Income and Asset Information

a. Is anyone in the household receiving income assistance from the Ministry of Social Development and Social Innovation? Yes or No

If YES, please complete the table below for each person receiving assistance.

Name	Monthly Amount	Program Name
	\$	<input type="checkbox"/> Person with Disability (PWD) <input type="checkbox"/> Employable <input type="checkbox"/> Person with Persistent Multiple Barriers (PPMB)
	\$	<input type="checkbox"/> Person with Disability (PWD) <input type="checkbox"/> Employable <input type="checkbox"/> Person with Persistent Multiple Barriers (PPMB)
	\$	<input type="checkbox"/> Person with Disability (PWD) <input type="checkbox"/> Employable <input type="checkbox"/> Person with Persistent Multiple Barriers (PPMB)

b. For all other income sources, list gross monthly income (before deductions) for everyone age 19 and older

Name	Income Source (employment, EI, pension, etc.)	Gross Monthly Income (\$)
Total gross monthly income for household		\$

c. For any adult (age 19 or older) with no income, please tell us why there is not income.

*If an adult child (age 19 to 24) is a full-time student, attach proof of student status to application

d. List the current value of all assets held by you and members of the household.

Cash/Bank Balance	\$	RRSP's/ Annuities	\$
Stocks/ Bonds/ Term Deposits	\$	Residential Real Estate	\$
Other Assets	\$	Other Real Estate Holdings	\$

6. Current Accommodation

- a. Do you: ☐ Rent ☐ Own ☐ Share Expense ☐ Other _____
- b. How much is your rent payment? \$ _____ ☐ Monthly ☐ Weekly ☐ Nightly
Is heat included in the rent? ☐ Yes ☐ No
- c. How many bedrooms does your household have? _____
- d. Please describe your current living arrangements (check one):

<input type="checkbox"/> House/Townhouse	<input type="checkbox"/> Apartment/ Basement Suite	<input type="checkbox"/> Care Facility Treatment Centre
<input type="checkbox"/> Second-Stage Housing	<input type="checkbox"/> Trailer in park with Services	<input type="checkbox"/> Transition House
<input type="checkbox"/> Housekeeping Room & Board	<input type="checkbox"/> Living with Family/Friends	<input type="checkbox"/> Emergency Shelter
<input type="checkbox"/> Motel/Hotel	<input type="checkbox"/> Other (describe): _____	

- e. Do you have a bathroom? ☐ Private ☐ Shared ☐ None
- f. Do you have a kitchen? ☐ Private ☐ Shared ☐ None
- g. Have you received a legal Notice to End Tenancy? ☐ Yes ☐ No

If YES, what date do you have to move by? _____

7. Health and Mobility Information

To assist with matching you to housing that best suits your needs, please complete the following questions.

- a. Do you, or any members of your household, have restrictions with stairs?
☐ No Restrictions ☐ Cannot manage stairs ☐ Limited number of stairs
- b. Do you, or any members of your household, use a:
Wheelchair? ☐ Yes ☐ No Scooter? ☐ Yes ☐ No

If Yes, who? _____

	Yes	No
If a wheelchair is used, is it used inside your home?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, is it used in a kitchen?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, is it used in the bathroom?	<input type="checkbox"/>	<input type="checkbox"/>

- d. Other than mobility concerns, do you, or any members of your household, have a health condition or disability? ☐ Yes ☐ No

Name	Explain the health condition or disability

How does the health condition or disability described above affect your ability to function in your current housing? Please explain: _____

Please describe any special requirements or features that you may need in your housing related to your mobility or health condition. _____

8. Do you have any pets? ☐ Yes ☐ No

Your application will go through once you press submit, you do not need to hit submit multiple times. Please be aware that it may be a couple weeks until your application is seen and put into the system. *Should there be an available unit open up we always ensure all applications, even brand new ones, are seen and considered before a unit is awarded.*

*** Please have a look at the attached FAQ sheet. This answers many of the most commonly asked questions applicants may have and contains additional information and useful resources that are available to people.***



1 – I need a place to live by the end of the month. Can you help me?

Unfortunately, CMHA Vernon does not provide emergency housing.

Emergency shelter options in Vernon:

- | | |
|---|--|
| 1. Turning Points For men | 250-542-3555 |
| 2. Gateway Support Services for Men and Women | Men: 250-260-2792 |
| | Women: 250-260-2786 |
| 3. Archway for Women | 250-542-1122 or text 250-540-0656 |

2 – How can I rent affordable housing from CMHA?

The first step in renting is to complete a housing application. Applicants are then put onto a waiting list and when a unit becomes available, an applicant is chosen from the waiting list.

Applications are available on our website at <https://cmhavernon.ca/housing-services/> and clicking on the “**Housing Application**” link which can be filled out and submitted online or faxed **(250-549-8446)**. Additionally, applications can be picked up at our office at 3100 28th Ave, Vernon.

3 – Do I qualify for affordable housing? What type of unit would I get?

Applicants are categorized into one of two income levels for the purpose of determining what rental subsidy the household will qualify for. Secondly, each applicant is placed on a waiting list for the size and type of unit they qualify for i.e – 4 bedrooms, family, and disabled.

4 – How long will it take?

There is a BIG demand for affordable housing. The number of applicants is much greater than the number of units available. The length of time an applicant waits will vary depending on the type of request and the number of units available. It is not uncommon for applicants to wait a number of years. New placements can only take place when a current tenant moves out. CMHA does not have units available for emergency situations, units are always appropriately filled to maintain full occupancy.

5 – Where am I on the waiting list?

CMHA is not able to provide this information since new applications are taken every week and the priority of placement is constantly changing. As a result, CMHA only reviews the priority of the waiting list when a unit becomes available which could be many months or years.



6 – How does CMHA choose the applicant for the next available unit?

Placements are made from the waiting list and are based on a number of factors. These include but are not limited to:

- Availability: What type of unit is coming up (i.e. 1, 2, 3 or 4 bedrooms?)
- Eligibility: What type of subsidy is available for this unit
- Suitability: Are there any physical limitations of the applicant such as stairs.
- Need Point Score: Guidelines are set by BC Housing to objectively evaluate the needs of each applicant. The guidelines consider: the cost of rent as a percentage of income, current living conditions, assets, length of time on waiting list, etc.
- References: Good references from prior landlords are an **important** factor in the evaluation process.

7- Can I Keep my pets?

CMHA allows small caged animals such as hamsters or birds.

Cats, dogs and rabbits are not allowed.

Registered service dogs that perform a specific task (i.e owner is blind and requires a seeing eye dog) and are certified, trained, or accredited through a recognized program (PADS etc) are allowed.

Emotional and therapy animals are not recognized or allowed.

Keep CMHA Up to date!

Report any changes in your:

- ✓ Household size
- ✓ Income
- ✓ Address
- ✓ Housing needs

8- How much will I be expected to pay?

If you are offered a rent-geared to income unit, the amount you will pay depends on the size of your family and your gross household income (income **before** taxes). Payments are generally set at approximately 30% gross household income. Debt load is not taken into consideration when payments are calculated. You may qualify for a small hear allowance.

9 – What happens if my income changes? Will I have to move out?

For rent-geared-to-income units, payments are re-calculated when household income changes. Payments may also be re-calculated when there is a change in the number of occupants in the household. If a household's income rises beyond the eligibility guidelines, a tenant may be asked to move out within a reasonable time frame.



10 – How can someone who applied after I did, get into a unit before me?

Most often the timing of placements relates to the differences in eligibility for one of the units. CMHA manages a wide variety of housing units with 1, 2, 3 or 4 bedrooms. Some units are for families and some for those with disabilities. In addition to the configuration of the units, each unit is further categorized into one of 2 income levels. In all, CMHA has 5 categories of units and each application is filled according to the eligibility for one of the categories.

When a unit becomes available, only the applications eligible for that unit are reviewed and current eligibility is confirmed. Due to the complexity of determining eligibility for each category, we ask that applicants contact CMHA to update their file when they have a change of income, accommodation, phone number or family size.

11- When I am in such great need, how can someone else be placed before I am?

As difficult as some situations are, there are always applicants with equal or greater needs. When choosing between very needy households, CMHA must rely on the most current information supplied by the applicants and carefully review all the factors noted in point #6 above.

12 – What can I do?

KEEP YOUR FILE UP TO DATE

If the office receives no contact from the applicant within a 12-month period, the application is marked inactive. (this means the applicant will not be considered if a unit becomes available).

If a call is received from an applicant after the 12 months period, the application is archived. (this means the application is removed from the wait list).

If you no longer desire to live in a CMHA housing unit, please let the office know so that your application can be removed from the application waiting list.

It is important to remember that things move slowly in regard to housing, and it is for that reason we ask people to only update **annually** (once a year) except for cases where relevant household information has changed. Weekly or monthly calls to check on your application has no bearing on an applicants chances to get in as only after an entire year do we mark an application as inactive.

If you are needing to update your housing application or are advocating for someone and want to either email additional information or support them please email housing.vernon@cmha.bc.ca or call **250-542-3114 (ext 214)**.



13 – Are there other housing providers in Vernon?

CMHA is one of a number of affordable housing organizations in Vernon. Since the various organizations do not share waiting lists, we encourage applicants to contact each group in order to apply for housing.

Other housing societies include:

1. Vernon Native Housing Society - <http://www.vernonnativehousing.ca/> or 250-542.2834
2. Kindale Developmental Association - <https://www.kindale.net/> or 250-546-3005
3. Turning points Collaborative Society- <http://turningpoints.ngo/> or 250-542-3555

Definitions

Affordable Housing: Both the federal and provincial governments have set up programs that are aimed at assisting low to moderate income households by providing housing at a cost below the going market rates. Over the years, both levels of government have instituted numerous programs to accomplish this objective. Many affordable housing programs are operated in partnership with non-profit organizations like CMHA.

Family: for the purposes of housing allocations, means a minimum of 2 persons and must include at least 1 dependent child (under 19 years of age)

BC Housing: The British Columbia Housing and Management commission (also known as BCHMC) is a crown corporation of the Province of BC.

CMHC: Canada mortgage and Housing Corporation is a crown corporation of the Government of Canada and is the agency responsible for the admissions of many of the housing related programs offered through the federal government

Rent-Geared-To-Income: refers to the setting of the monthly payment amount for a tenant. The formula is set by BC Housing and tenants pay approximately 30\$ of gross household income.

Person with a Disability: for the purposes of housing allocations, means a person who, in the written opinion of a medical doctor or registered psychologist, has a significant permanent disability that cannot be significantly permanently improved by medical treatment.