



CONAYT HOUSING APPLICATION

Submit completed application with supporting documents:

Conayt Housing
PO Box 1989,
2164 Quilchena Ave
Merritt, BC V1K
1B8

Scan and save, then submit to
housing@conayt.com

Please:

Print clearly.

Do NOT include
original documents
(we require
photocopies only).

Avoid Processing Delays:

Eligibility cannot be determined until you provide all required documentation.

The most common cause of processing delays is missing documents.

Applications must:

- Be complete, signed and dated.
- Complete all sections and declarations.
- Include all supporting documents as listed in the attached checklist.

Applications submitted without required supporting documents can be held for a maximum of 90 days.

Conayt originated from Nlaka:pamux or Ntlakyapamuk, the Thompson language. Conayt means “helping others.” In keeping with this philosophy, Conayt has built a community image to improve holistically the quality of life and cultural distinctiveness and strengthen friendship and cooperation between our community’s Indigenous and Non-Indigenous members. Our Housing Program provides quality affordable housing for families and individuals of Indigenous ancestry who need housing.

Subsidized housing is long-term housing where the rent is calculated based on total household income. Conayt Friendship Society uses the Conayt Housing Application Waitlist to select tenants when units become available. More people are applying for housing than there are vacant units. Predicting when units may be available is not possible.

Who is eligible?

You may be eligible for the Conayt Housing Program if you meet all the following conditions:

1. One of the following household groups:

- Family
- Senior (55+)
- Person with Disabilities
- Single people or couples at risk of unhoused

2. Of Indigenous ancestry (Indigenous peoples (First Nations, Métis, Inuit) within Canada

3. Below threshold for income and assets

For more information on eligibility, please call the Housing Department at the number below.

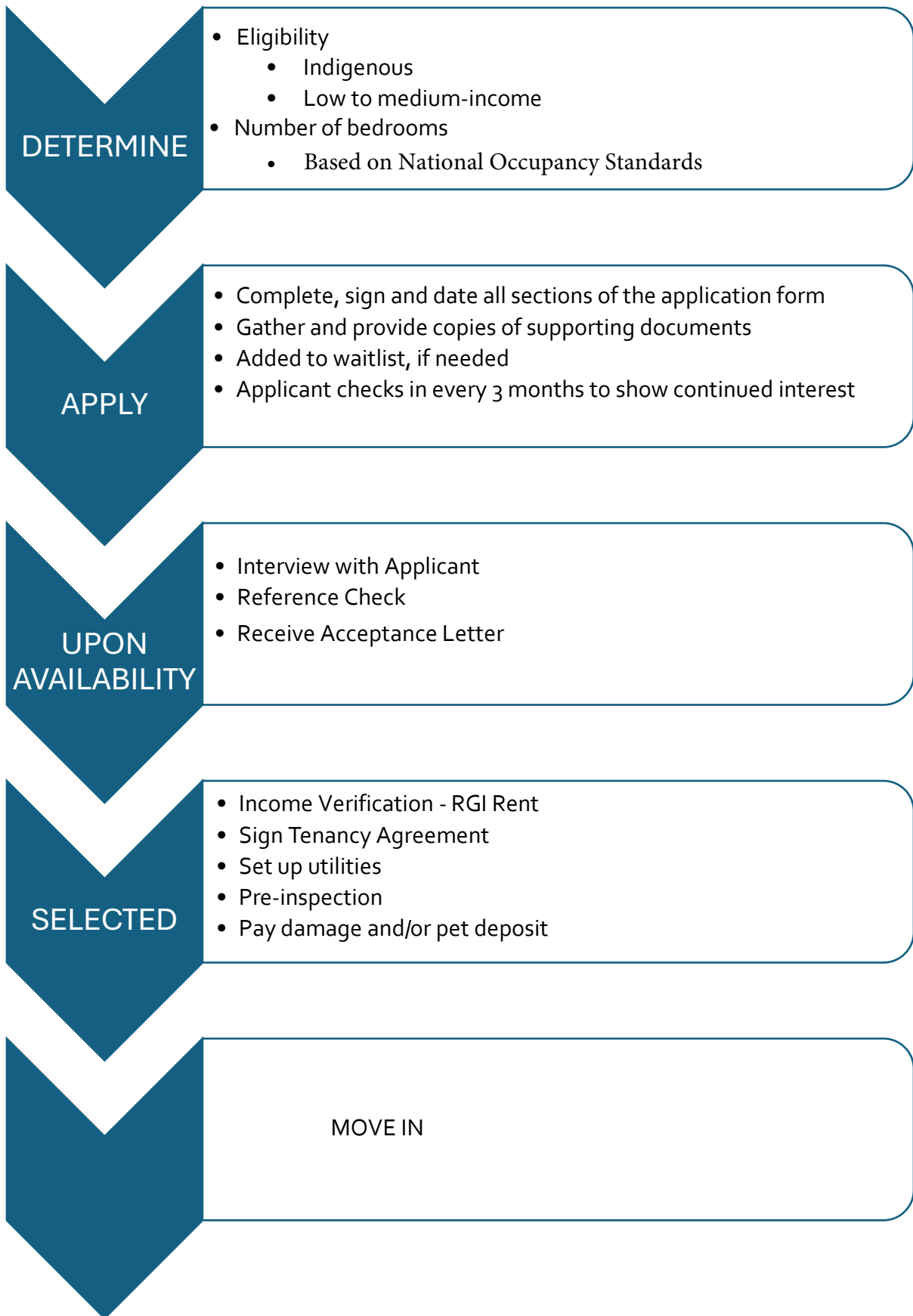
Additional checks to assess a household's ability to uphold the obligation of a tenancy agreement may be completed.

This may include:

- Updated information on household members, income, and assets
- Reference checks
- Personal interviews

Applicants may be required to sign a tenancy agreement and addendum covering topics on pets, parking, laundry, smoking, crime-free housing, etc.

HOUSING PROCEDURE



Please do not submit original documents.

Conayt Housing Registry
Subsidized Housing Application
Checklist

Required Documents:

Proof of Indigenous Ancestry

- Status Card, Treaty Card, Métis Nation BC Card, Inuit identification

Proof of status in Canada for all household members

- Copy of Canadian birth certificate(s) or Canadian passport(s) if born in Canada.
- If not born in Canada, please provide **one** of the following:
 - Record of Landing (IMM1000) or Confirmation of Permanent Residence (IMM5292/IMM5688);
or
 - Permanent Resident Card (front/back); or
 - Any immigration document showing the date landed and the immigration code; or
 - Canadian Citizenship Card, Canadian Citizenship Certificate, or Canadian Passport; or
 - Refugee Protection Claimant Document (RPCD) or Notice of Decision.

Proof of student status for all adult children aged 19 – 24 who are full-time students.

Suggested Documents:

Please note: Conayt Housing may require the documents below and may require additional information to process your application for housing.

Proof of address and rent

- Copy of current rent receipt or recent rent increase notice; or
- Copy of lease or tenancy agreement showing current rent amount.

Proof of income or disability assistance (required for all household members aged 19+)

- If receiving income assistance or disability assistance from the Ministry of Social Development and Poverty Reduction: copy of cheque stub or confirmation of monthly assistance.
- If employed: proof of **current** gross monthly income (last three consecutive cheque stubs or letter from employer).
- Copies of cheque stubs, bank statements showing direct deposit of pensions, or other confirmation of income for any other income source.

Proof of assets (required for all household members aged 19+)

- Copies of recent bank summaries and statements from all financial accounts clearly stating the account holder's name.
- Copies of property tax assessments for value of property owned and proof of outstanding mortgage(s).

Submit application with supporting documents by:

Mail:

Conayt Housing Department PO.
Box 1989
2164 Quilchena Ave Merritt, BC
V1K 1B8by, BC V5H 4V8

Email Documents:

Send saved PDF application and supporting documents digitally by emailing: housing@conayt.com



The Housing Registry

Subsidized Housing Application

FOR OFFICE USE ONLY	
File:	Date:

Please Print Clearly

1. Applicant Information

List yourself and all potential household members for subsidized housing. If required, attach a separate sheet for more names.

Last Name	First name(s)	Relationship to Applicant	Date of Birth (dd/mm/yyyy)	Gender Identity	Born in Canada?	Status in Canada*
		Applicant			<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

*Status in Canada: Canadian Citizen, Permanent Resident, Refugee, Student Visa, Tourist Visa, or Work Visa.
Please provide proof of status in Canada as stated in the checklist.

2. Residential Address

Apt #	Street #	Street name	City	Postal code
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Mailing Address *If different from home address.*

Apt #	Street #	Street name	City	Postal code
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3. Contact Information

Cell phone	Other phone	Email
Optional: Name of person we can leave messages with		Message person phone number
Optional: Authorized contact* name and relationship to you		Authorized contact phone number

Note: By providing an authorized contact, you are giving permission for Conayt Housing to exchange information with that authorized contact in order to maintain and update your Housing Registry file. To remove an authorized contact, please contact Conayt Housing.

4. Household Information

Do you or anyone in your household identify as being an Indigenous person of Canada? Yes No

If yes, please select the option that best describes your Indigenous identity: First Nations Métis Inuit Other

*Please provide proof of Indigenous identity.

5. Residence History

5a. Please provide information on where you have lived for the last five years. At least one reference (landlord or character) is required. If space is needed, attach a separate sheet.

Current Address (street, city)	From (mm/yyyy)	To (mm/yyyy)	Landlord Name	Landlord Phone Number
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Reason for Leaving:

Previous Address (street, city)	From (mm/yyyy)	To (mm/yyyy)	Landlord Name	Landlord Phone Number
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Reason for Leaving:

Previous Address (street, city)	From (mm/yyyy)	To (mm/yyyy)	Landlord Name	Landlord Phone Number
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Reason for Leaving:

Please provide the suggested proof of address and rent documents as stated in the checklist.

5b. Have you or any members of your household ever lived in subsidized housing? Yes No

If so, list the name(s) on the tenancy: _____

Building name and/or address: _____

Note: Failure to declare any previous subsidized tenancies may result in cancellation of your application. Past tenants with debt may be required to either repay the debt or enter into a repayment agreement.

6. References (Optional)

If you did not list a current or previous landlord in Question 5, please include a reference that has observed your character over a reasonable amount of time. Examples: employer, past employer, pastor, outreach worker or health worker.

Name	Relationship	Phone Number

7. Asset Information

What is the total value of assets for adults (age 19 or older) in the household? \$ _____

Counted

- Stocks, bonds, term deposits, mutual funds and cash
- Real estate equity (net value after mortgage)
- Business equity in a private incorporated company including cash, GICs, bonds, stocks or real estate equity
- TFSA

Not Counted

- Personal items such as vehicles, jewelry, and furniture
- Bursaries or scholarships from educational institutions for any household member who is a current student
- RRSP, RESP, RDSP, RRIF

Please provide the suggested proof of assets documents as stated in the checklist.

8. Income Information

8a. List all gross (before deductions) monthly income for household members aged 19 and older.
If required, attach a separate sheet.

Name	Income Source (Income Assistance, employment, EI, pension, etc.)	Gross Monthly Income (\$)	Disability Income?
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

8b. Is any adult child (ages 19 – 24) a full-time student in the household? Yes No

Please provide required proof of full-time student status and suggested proof of income documents as stated in the checklist.

9. Current Accommodation

9a. Are you renting? Yes No

If you are renting, how much is your monthly rent payment? \$ _____

9b. Please describe your current living arrangements.

- | | | |
|--|--|--|
| <input type="checkbox"/> House/Townhouse | <input type="checkbox"/> Apartment/Basement | <input type="checkbox"/> Manufactured Home/Trailer |
| <input type="checkbox"/> Sleeping Outside | <input type="checkbox"/> Staying with Family | <input type="checkbox"/> Staying with Friends |
| <input type="checkbox"/> Motel/Hotel | <input type="checkbox"/> Transition Home | <input type="checkbox"/> Second Stage Housing |
| <input type="checkbox"/> Care Facility or Treatment Centre | <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Other: _____ |

9c. Have you received a legal Notice to End Tenancy? Yes No

If yes, when do you have to move by? _____

9d. Is there anything else that you want to share with a potential landlord about your current living situation?

10. Health and Mobility Information

10a. Do you, or any members of your household, have challenges with stairs?

I/We can do stairs I/We cannot do stairs I/We can only do a few stairs. How many? _____ steps

10b. Do you, or any member of your household use a: Wheelchair? **Yes** **No** Scooter? **Yes** **No**

If yes, who? _____ Used inside the home? **Yes** **No**

10c. Please only list health conditions or disabilities that would affect your housing needs.

Name of Household Member	Health Condition or Disability

10d. Please describe any health concerns that are affected by your current housing.

10e. Please describe any special requirements or features that you may need in your housing (e.g., grab bars, near transit).
Please note that special requirements or features may limit the number of units that you are eligible for.

11. Housing Options

11a. Are you willing to live in a non-smoking/vaping free building and sign a non-smoking agreement? **Yes** **No**

11b. Provide the following information for all household pets.
(Not all building are pet friendly)

Type	How Many?	Willing to Rehome?	Accredited dog under the "Guide Dog and Service Dog Act:" <input type="checkbox"/> Yes <input type="checkbox"/> No Please submit proof of guide dog accreditation (if applicable).
Dog		<input type="checkbox"/> Yes <input type="checkbox"/> All but one <input type="checkbox"/> No	
Cat		<input type="checkbox"/> Yes <input type="checkbox"/> All but one <input type="checkbox"/> No	
Other		<input type="checkbox"/> Yes <input type="checkbox"/> All but one <input type="checkbox"/> No	Describe:



The Housing Registry

Subsidized Housing Application Declaration

PLEASE READ AND SIGN

I/We declare:

- This is my/our application; and
- All the information in it is correct and complete to the best of my/our knowledge.

I/We permit:

- The Housing Registry to make any inquiries that are necessary to verify the information given in this application;
- Any person, corporation or social agency to release to The Housing Registry any information pertinent to the assessment of my/our application;
- Members of The Housing Registry to receive and exchange with credit bureaus and my/our previous landlords' credit and other tenancy information about me/us, to be used in the decision-making process to provide me/us with housing;
- The Ministry of Social Development and Poverty Reduction to release information to The Housing Registry regarding my/our income.

I/We understand:

- That, in accordance with section 33.2 (a) of the Freedom of Information and Protection of Privacy Act, the information on this application may be shared with other affordable Housing Providers in order to increase my/our opportunities for rent-geared-to-income housing;
- That this application is not an agreement on the part of The Housing Registry or its members to provide me/us with housing;
- That if I/we refuse two offers of housing, my/our application will be cancelled;
- That if I/we are being considered for an available unit, Housing Providers will gather additional information in order to assess my/our ability to uphold the obligations of a tenancy agreement and it is my/our responsibility to provide or cause to be provided information requested to assist with this assessment;
- That it is my/our responsibility to tell The Housing Registry of any changes to the information given in this application and to provide any supporting documents required;
- That false information given by me/us may result in my/our application being cancelled from consideration;
- That if I/we have deliberately worsened my/our current housing situation (e.g., terminated a tenancy for no reason) that my/our application may not be accepted or my/our current living situation may not be taken into consideration.

This application must be signed by all household members aged 19 and older.

Applicant (<i>print name</i>)	Signature of Applicant	Date
Additional Applicant (<i>print name</i>)	Signature of Additional Applicant	Date
Additional Applicant (<i>print name</i>)	Signature of Additional Applicant	Date
Additional Applicant (<i>print name</i>)	Signature of Additional Applicant	Date

Purpose of this form: This form collects personal information for contact purposes and to determine eligibility for subsidized housing through The Housing Registry. The information is collected in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your information, please call 250-378-5107 and ask to speak to Conayt's Privacy Officer or write to Privacy Officer, Conayt Friendship Society, Po Box 1989, 2164 Quilchena Ave, Merritt, BC V1K 1B8.

OFFICE USE ONLY

PLEASE DO NOT WRITE BELOW THIS LINE

EMPLOYMENT REPORT:

PREVIOUS RESIDENCE REPORT:

REFERENCE REPORT:

APPROVED BY:

DATE APPROVED:

COMMENTS:
