

OFFICE USE ONLY	
DATE OF APPLICATION	
APPLICANTS	
PHONE NO.	
ACCESSIBLE	
RENTAL REF. CHECKED	
OCCUPANCY	



## SILVER MANOR HOUSING APPLICATION

Quesnel Lions Housing Society (QLHS) is a not-for-profit society offering affordable housing in the Quesnel area. Dakelh & Quesnel Community Housing Society (DQCHS) will act as operators of the Silver Manor apartment building and manage the tenant application process. DQCHS is available to answer questions regarding the application process (250 992 3306). Please do not contact QLHS representatives for information. DQCHS operates approximately 115 rental units in the region (155 by the end of 2018) and has over 30 years of housing management experience. QLHS is pleased to be working with this deeply experienced organization.

Silver Manor apartments will house seniors aged 65+ who are living independently and persons with recognized disabilities aged 55+ who are living independently at below-market rental costs. BC Housing defines independent as an ability to maintain personal health, safety, tenancy requirements, and other obligations in housing.

Silver Manor is not equipped for assisted living requirements. If one spouse is otherwise living independently while caring for their spouse, both may be eligible to reside at Silver Manor at the discretion of QLHS. A recognized disability is defined as disabled for income tax purposes. Primary applicants must meet the age requirement as of November 1, 2018; a spouse's age is unrestricted. Unit sizes range from 534 to 654 square feet, and couples will have priority for larger units.

Monthly rents for most units in Silver Manor will be about \$600 per month, not including utilities, laundry fees or, if applicable, parking fees.

Please see more general information about the building starting on page 9, below.

QLHS SILVER MANOR  
HOUSING APPLICATION

**IMPORTANT INFORMATION ON THE APPLICATION PROCESS**

Please complete the application form and deliver it *in person* to the DQCHS office at #100-744 Front Street, Quesnel, Monday-Thursday 8 am – 4 pm. Access to office is at the rear of the building. Applications delivered by mail or email will not be accepted.

Only applications completed in full will be reviewed. **Applications for Silver Manor will be accepted beginning, and no sooner than, 8:00am on Wednesday June 13, 2018.**

Applications will be time-stamped and considered in the order that they are received by DQCHS. A waiting-list will be created once Silver Manor reaches capacity. It is the responsibility of the applicant to keep the information provided accurate and up to date by informing DQCHS of any changes to their status.

Waiting list spaces will be active for 6 months, at which point the applicant must confirm their continued interest in remaining on the waiting list. Applicants who have not confirmed their space on the waiting list at 6 months will be deemed inactive. The final stage of the application process will consist of a personal interview. Once approved, the applicant will be required to sign a Residential Tenancy Agreement to receive housing.

This application does not constitute any agreement on the part of QLHS to provide housing to the applicant.

QLHS SILVER MANOR  
HOUSING APPLICATION

**HOUSING ELIGIBILITY (Please check boxes below)**

Applicants' annual household (not individual) income from all sources generally must not exceed \$28,000 in 2018. QLHS reserves the right to admit people with higher incomes if deemed necessary. See 'Household Income' below for further details on required income information.

**WHAT TYPE OF HOUSING ARE YOU APPLYING FOR? (check one)**

<input type="checkbox"/>	Non-Market Unit
All units contain one bedroom, one bathroom, and full kitchen. All units include basic wheelchair accessibility.	
<input type="checkbox"/>	Non-Market Accessible Unit
All units contain one bedroom, one bathroom, and full kitchen. Accessible units are fully accessible and include further modifications to the kitchen and amenities.	

**PARKING (Optional)**

Do you have a vehicle that you require a parking stall for? Yes  No

Parking space is limited. Applicants who do not own a vehicle will be prioritized for housing over those who do. Street parking by residents will be prohibited. A monthly parking fee of \$20.00 will be charged per stall.

Do you have a motorized scooter that you require a parking stall for? Yes  No

A monthly parking fee of \$8.00 will be charged per stall.

QLHS SILVER MANOR  
HOUSING APPLICATION

CURRENT HOUSING & HOUSEHOLD COMPOSITION

**PRIMARY APPLICANT**

Name	
Date of Birth	
E-mail	
Telephone	

**SECONDARY APPLICANT**

Name	
Date of Birth	
Relationship to Primary Applicant	
E-mail	
Telephone	

Current Address		
Monthly Mortgage or Rent	\$	(Proof of rent must be attached.)
How much notice is required before moving?		
Do any other individuals currently reside at the same address?		
Do you currently have pets?		

QLHS SILVER MANOR  
HOUSING APPLICATION

**HOUSEHOLD INCOME**

Silver Manor is subsidized in part by public funds from BC Housing. To ensure that affordable housing is available to community members in need, income and asset restrictions apply to all units. Applicants' annual household (not individual) income from all sources generally must not exceed \$28,000 in 2018. QLHS reserves the right to admit people with higher incomes if deemed necessary.

To remain qualified for residency at Silver Manor proof of income and assets will be verified on a yearly basis. If a resident's income increases to above the maximum threshold the resident(s) will not be eligible to continue residing at Silver Manor. Income and assets must be proven by providing copies of the appropriate statement (Tax assessment, etc.).

**PRIMARY APPLICANT**

Previous Year Revenue Canada Notice of Tax Assessment Line 150	\$
Current Gross Monthly Income (Prior to taxes and deductions)	\$

**Income Source (Check all that apply)**

<input type="checkbox"/>	Employment	<input type="checkbox"/>	Employment Insurance
<input type="checkbox"/>	CPP Disability	<input type="checkbox"/>	Pension
<input type="checkbox"/>	BC Benefits	<input type="checkbox"/>	Other:

**Assets**

Cash/Bank	\$	Stocks/Bonds/Term Deposits	\$
Owned Real Estate	\$	Other (RRSP, Annuities, etc.)	\$
Other:	\$	Other:	\$

QLHS SILVER MANOR  
HOUSING APPLICATION

**SECONDARY APPLICANT**

Previous Year Revenue Canada Notice of Tax Assessment Line 150	\$
Current Gross Monthly Income (Prior to taxes and deductions)	\$

**Income Source (Check all that apply)**

<input type="checkbox"/>	Employment	<input type="checkbox"/>	Employment Insurance
<input type="checkbox"/>	CPP Disability	<input type="checkbox"/>	Pension
<input type="checkbox"/>	BC Benefits	<input type="checkbox"/>	Other:

**Assets**

Cash/Bank	\$	Stocks/Bonds/Term Deposits	\$
Owned Real Estate	\$	Other (RRSP, Annuities, etc.)	\$
Other:	\$	Other:	\$

Current proof of income and verification of assets must be attached.

**RESIDENCY HISTORY**

Applicants must submit previous addresses and contacts for the past two years.

Address			
Time period at address	From:		To:
Name of Contact			
Telephone		Relation:	

Address			
Time period at address	From:		To:

QLHS SILVER MANOR  
HOUSING APPLICATION

Name of Contact			
Telephone		Relation:	
Address			
Time period at address	From:		To:
Name of Contact			
Telephone		Relation:	

**PERSONAL REFERENCES**

Applicants must submit three references and contact information. Eg. Landlord, employer, non-family member known for 2 years or longer.

Name			
Telephone		E-mail	
Relation		Years Known	

Name			
Telephone		E-mail	
Relation		Years Known	

Name			
Telephone		E-mail	
Relation		Years Known	

QLHS SILVER MANOR  
HOUSING APPLICATION

SIGNATURE PAGE

I/We declare that the information provided on this application is true and correct. I/We understand that this application does not constitute an agreement on the part of the QUESNEL LIONS HOUSING SOCIETY to provide me/us with rental accommodation and that this application might not be retained by the QUESNEL LIONS HOUSING SOCIETY/DQCHS once the application has been reviewed.

I/We understand it is my/our responsibility to keep this application active and updated every 6 months following the initial application and each renewal thereafter. Failure to do so will deem this application inactive.

Pursuant to the Freedom of Information and Protection of Privacy Act, I/We consent to allow the QUESNEL LIONS HOUSING SOCIETY/DQCHS to make any inquiries that are necessary to verify the information given in this application including permission to obtain credit and/or personal reports on me/us from one or more agencies or individuals. I/we hereby authorize agencies or individuals to provide whatever such information they may have to the QUESNEL LIONS HOUSING SOCIETY/DQCHS relative to an assessment of this application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## SILVER MANOR: general information

Silver Manor is named in honour of the late Ron Silver, who was a dedicated volunteer for many causes in the Quesnel area, and in particular for the Lions Club. The Manor is for residents living independently, aged 65+ or aged 55+ with a recognized disability; a spouse's age is unrestricted. Silver Manor is unfortunately NOT equipped to support assisted living requirements. If a single resident loses the ability to live independently, ie. requiring long term assisted living, the resident must move out of Silver Manor. If one spouse loses the ability to live independently but is cared for by their spouse who is otherwise living independently, both may be eligible to reside at Silver Manor at the discretion of QLHS.

Units range in size from 534 to 654 square feet, and all have one bedroom, one bathroom, and a full kitchen. Accessible units have modified amenities. Most units have balconies or patios. All units have windows that open. Silver Manor has an elevator, and is built to high energy-efficiency standards, which will significantly reduce heating costs for residents. Shared laundry is on site. Residents may rent scooter stalls for an additional fee. Four stalls are available on the ground floor, with additional stalls potentially to be developed on-site. Scooters may only enter the parking stalls on the ground floor and may not be taken into hallways or units. Motorized wheelchairs have access throughout the building.

Vehicle parking stalls may also be rented. One parking stall is available per every three units and street parking is prohibited. Storage lockers are not available. No smoking is allowed on site. Pets are not allowed. Barbeques are not allowed. Silver Manor includes a recreational room where residents are encouraged to organize and participate in social events. Space for a shared resident garden has been incorporated into the grounds plan.

### RENT & FEES

Units range from 534 to 654 square feet, with an additional balcony or patio on most units. Monthly rents for most units in Silver Manor will be about \$600 per month, not including utilities, laundry fees or, if applicable, parking fees. Utilities are the responsibility of the tenant.

No units have laundry facilities, and residents may use one of two common laundry rooms with two pairs of washers and dryers in each room. A laundry fee of \$25 for singles and \$40 for couples will be charged in addition to rent.

QLHS SILVER MANOR  
HOUSING APPLICATION

*Parking fees (optional)*

Vehicle parking: \$20 per stall per month. Electric outlets are available during winter months.  
Scooter parking: \$8 per stall per month in the indoor scooter parking room

**SECURITY DEPOSIT**

A security deposit of no more than ½ month's rent will be due upon payment of the first month's rent. The deposit will be repaid with interest, less any damage costs and arrears, when the tenant moves out.

**SHELTER AID FOR ELDERLY RENTERS (SAFER)**

The Shelter Aid for Elderly Renters (SAFER) program helps to make rents affordable for B.C. Seniors with low to moderate incomes. SAFER provides monthly assistance to eligible B.C. residents who are age 60 or over and who pay rent for their homes in the private market. Maximum monthly income to be eligible to receive SAFER funding is \$2,446 for individuals living alone, or \$2,666 for couples. QLHS encourages all residents who are eligible to apply for SAFER benefits. More information including application details can be found at: <https://www.bchousing.org/housing-assistance/rental-assistance-financial-aid-for-home-modifications/shelter-aid-for-elderly-renters> at any BC Housing office, or by telephone 1-800-257-7756.

**TELEPHONE AND INTERNET**

All units are wired by both Telus and Shaw, though residents must apply for any services required directly from those providers. Both companies offer incentives to the first residents of Silver Manor, such as free or reduced-price services for an initial time period.