



Victoria Native Friendship Centre Rental Housing Application  
Owned & Operated by Victoria Native Friendship Centre



## **VNFC RENTAL HOUSING APPLICATION FORM**

We respectfully acknowledge the Lekwugen Peoples whose land we live, play and learn.

Victoria Native Friendship Centre has two rental properties for families, elders, students, independent adults.

Siem Lelum Phase 1&2 located at 120 Gorge Road East (studio,1-2-3 Bedrooms)

Fernwood House located at 1321 Fernwood Road (2-Bedrooms)

- VNFC Residential properties are “DRY” which means we are free from drinking, smoking, violence of any crime.
- Supported housing; our team of Property Managers and Tenant Support Worker
- Pet free; no pets allowed on residential properties unless the pet is a registered guide dog.
- Coin up laundry
- Limited rental parking at Siem Lelum for a monthly fee
- Street parking only. Parking lot at Siem Lelum is for selected Tenants and Staff



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**Application Form Check List** (Please ensure all items are checked and required documents are attached. Missing information will delay the process of application.)

**Identification for all household members:**

- Copy of Canadian birth certificates for all family members

**Proof of income & assets:**

- If employed; copies of the last three consecutive cheque stubs or letter from employer
- If receiving income assistance from the Ministry of Social Development and Social Innovation; a confirmation of monthly assistance from your worker
- Copies of cheque stubs, bank statements showing direct deposit of pensions or other sources of income

**Proof of student status:**

- Dependent children (between the age 19-24) must registered full-time school, university or vocational institute which provides a recognized diploma; or of any age who because of mental or physical

**Monies owed:**

- If you owe monies from previous housing; a copy of any repayment agreement with Landlord

**Copy of Notice to End Tenancy**

- If you have received a notice to end tenancy; please provide legal document from Landlord

**Custody/Guardianship of Dependents:**

- If you are applying for a family size unit; please provide legal document supporting custody of child/ren or a letter supporting from social worker stating, you require housing to final steps of child/ren returning
- 

**Submit your completed application along with copies of supported documents to one of the following:**

- VNFC Rental Housing Office – 120C Gorge Road East
- VNFC – 231 Regina Ave
- Fax – 250.590.0717
- Email – [siemlelum@vnfc.ca](mailto:siemlelum@vnfc.ca)

**Keep us updated:**

Your live application is active for 6 months in our database; you will receive an email letter from our office with your reference number. Please contact our office if any of the following information changes:

- Contact number, email
- Income source
- Living circumstances change
- Our office requires applicant to update when the 6-month term of active application to reactivate



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**PLEASE PRINT CLEARLY**

OFFICE USE ONLY REFERENCE # _____ DATE _____
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**1a. APPLICANT & CONTACT INFORMATION**

Last Name	First Name	Middle Name/s	
Street Address	City	Province	Postal Code
Home Phone	Cell Phone	Email	

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**1b. AUTHORIZED CONTACT PERSON/S**

By providing an authorized contact, you are giving permission to VNFC Rental Housing to exchange information with contact person/s in order to maintain and update your file.

Last Name	First Name	Phone Number	Relationship to you
Last Name	First Name	Phone Number	Relationship to you

**2a. HOUSEHOLD INFORMATION**

Last Name	First Name	Relationship	Birth Date (dd/mm/year)	Age	Gender
		Self			



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**2b. DO ALL OF THE PEOPLE LISTED LIVE WITH YOU FULL TIME**

YES       NO (Please provide information for persons not living full time with you)

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

**2c. DO YOU EXPECT THE NUMBER OF PEOPLE LIVING WITH YOU TO CHANGE IN THE NEXT 12 MONTHS? (Pregnancy, family joining, family leaving, child in care)**

YES       NO

**If yes, please explain and provide dates of expected change;**


**3. IDENTIFY INDIGENOUS INFORMATION**

Name	Name of Band	Location of Band	Phone Number

**4. HEALTH & DISABILITY**

Name	Explain health condition, disability, mobility



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5. **INCOME INFORMATION** List gross monthly income {before deductions} for all members of your household age 19 and older from all sources.

Name	Income Source – Employment, EI, Pension, Band/School	Monthly Gross \$ Amount
		\$
		\$
		\$
		\$
	<b>Total gross monthly income for all household</b>	\$

5b. Do you receive a monthly cheque from Ministry of Social Development & Social Innovation?

YES (please provide information below)

NO

Name	Monthly Amount	PWD	Employable	PPMB
	\$			
	\$			

5c. **EMPLOYMENT INFORMATION**

Name	Employer	Duration of Employment	Manager's Name	Phone Number

5d. **HOUSEHOLD ASSETS** (include all current values)

Name	Cash/Bank	RRSP/RESP	Stock/Bond/Term	Real Estate	Other

6. **REGISTERED IN SCHOOL**

(dependents between age 19-24 must be registered full-time in school)

Name	Registered Full time	Name of School	Program	Length of Program	Date of Completion



**7. PREVIOUS RENTAL HISTORY & LANDLORD INFORMATION**

**7a. Tenant** Your information of where you lived in the last 5 years

Address (full)	Duration of Rental	Landlord Name	Phone Number	Reason for leaving

**Other adults (over the age of 19) who have lived with you for less than a year;**

Address (full)	Duration of Rental	Landlord Name	Phone Number	Reason for leaving

**7b. PREVIOUS TENANT OF SUBSIDIZED/AFFORDABLE HOUSING**

Please provide information if you have previously rented from all subsidized/affordable housing

Name of Housing Provider	Address	Reason for leaving

**7c. MONIES OWING FROM PREVIOUS RENTALS**

- YES (please provide information)       NO

How much is Owing?	Do you have a repayment plan?	Did you provide a copy with application?

**8. CURRENT ACCOMMODATION (Please describe your current accommodation)**

Please state:

Your currently monthly rent \$ \_\_\_\_\_ Does your rent include heat  Yes  No

Current monthly hydro bill \$ \_\_\_\_\_

Describe your current accommodation:

Apartment       House/Duplex/Townhouse       Basement Suite  
 Room & Board       Trailer       Car  
 Hotel/Motel       Housekeeping Room       Living with Others  
 Other (please explain) \_\_\_\_\_

Do you:

Rent       Own       Share Expenses       Have Free Accommodation       Live in a Co-op





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**DECLARATION:** Please read and sign this statement

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 and belief.

I/We authorize:

- Pursuant to the Freedom of Information and Protection of Privacy Act (the FOI Act), Victoria Native Friendship Centre to make any inquires that are necessary to verify the information given in this application; and
- Pursuant to the FOI Act, any person, corporation or social agency to release to Victoria Native Friendship Centre any information pertinent to the assessment of my/our application; and
- Victoria Native Friendship Centre to receive and exchange with credit bureaus and my/our previous Landlords credit and other information about me/us, to be used in the decision-making process to provide me/us with rental accommodation.

I/We understand:

- That this application does not constitute any agreement on the part of Victoria Native Friendship Centre to provide me/us rental accommodation; and
- That is my/our responsibility to advise Victoria Native Friendship Centre of any changes to the information given in this application and to provide any supporting materials required for my/our application

Signature of Applicant	Date
Signature of Applicant	Date