

Your Co:Here Application Checklist

The following is a checklist of all the documents required in order to apply for the Co:Here Community.

Section A: Confirmation of Eligibility

In order to ensure that all applicants are eligible to live in the Co:Here Community, carefully review the eligibility criteria.

- Sign and date the Confirmation of Eligibility form.

Section B: Statement of Intent

- Provide a Statement of Intent that tells us why you'd like to live at Co:Here.

Section C: Application Form

- Fill application forms (preferably in pen), signed and dated.

Section D: Income & Rent Declaration Form

- Fill-out this form completely. **Verifying documentation (i.e. proof of income) IS NOT required at this time.** However, if selected, all tenants are required to provide personal financial information.

Section E: Signed Statement of Agreement

- Sign and date the Statement of Agreement Form.

Application Submission Instructions

Please mail OR drop off your completed application package to:

Salsbury Community Society
#107-1723 Victoria Drive
Vancouver, BC V5N 4J9

SCS Office Hours: **Mon-Thurs 9:30-2:30** (BUZZER #030)

Section A

Confirmation of Your Eligibility

*Must be signed by all applicants 19 years or older.

Co:Here offers affordable housing that provides not only a home, but the opportunity to belong to a community. Tenants will be invited to journey together in a mutually transformative and nurturing environment based on the Co:Here values of welcome, belonging, solidarity, stewardship and grace.

In order to ensure that all applicants are eligible to live in the Co:Here community, please carefully review the criteria below and sign.

I/We meet the following eligibility criteria:

- Agree to live with and live out the Co:Here Building Values (see attached document).
- Agree to provide Salisbury Community Society (SCS) personal information including current financial information, references, and a letter of intent.
- Have the ability to demonstrate a connection to the Grandview Woodlands neighbourhood (*connection defined as a physical or relational connection).
- The ability to live and make health-related decisions independently without 24/hr staff support. Co:Here is situated within a supportive community, but is not “supportive housing”.

Printed Name

Signature

Date

Printed Name

Signature

Date

The Co:Here Building Values

The goal of the Co:Here Community is to provide a community living opportunity by offering affordable housing for people from a range of backgrounds in an attempt to foster a community of healthy relationships and human flourishing.

Value Statement

Together we:

- Extend welcome in a diverse community
- Live in solidarity with one another
- Create a place of belonging
- Steward the building, common spaces, and garden
- Are held in grace; hold others in grace

Values Explanation



Welcome: With an open heart, we embrace our differences, intentionally creating spaces where all of us can contribute and learn from one another.



Solidarity: We companion one another, nudging each other toward greater trust and openness. With open eyes, we see and celebrate the good in each other.



Belonging: We cultivate community life in which every person feels important and accepted, and can grow in their own gifts.



Stewardship: We give thoughtful care to our buildings, our spaces, and each other, honouring the fragility and resilience of one another and our environment.



Grace: We offer one another forgiveness knowing that we sometimes love poorly, acts of restoration knowing that we are all in this together, and laughter knowing that it is the best medicine.

Section B

Your Statement of Intent

What's the purpose of this letter?

This letter is your opportunity to tell us why you want to be a part of the Co:Here community and how you see yourself participating.

Who should write the letter?

You should! Letters of Intent need to be written by the applicant. If writing is difficult for you, we encourage you to ask a friend or a support worker to help you complete this section. We don't want this section to deter anyone from applying to Co:Here.

How long should the letter be?

Please limit your letter to no more than 1 page (single-spaced) or 2 pages (double-spaced).

What should be in your letter?

- Tell us why you want to be a part of the Co:Here community.
- What makes a great neighbour?
- Please choose one of the Co:Here Values (welcome, solidarity, belonging, stewardship and grace) and tell us about its importance to you:
 - Extend welcome in a diverse community
 - Live in solidarity with one another
 - Create a place of belonging
 - Steward the building, common spaces, and garden
 - Be held in grace and hold others in grace
- What are you looking forward to, if selected, about living in the Co:Here community?
- Tell us anything you think we'd want to know about you.

How do you submit the letter?

- Please submit your letter with your Application Package. Write it in the blank page provided or include it on a separate sheet.

Section C

Tenancy Application Form

Part 1: Personal Information

1) Birth date (dd/mm/yy):			
2) Do you identify as being an Aboriginal person in Canada?		Yes	No
3) If yes, circle the option that best describes your Aboriginal identity:			
First Nations	Metis	Inuit	Other
4) Address:			
City:		Province:	
Postal Code:			

Part 2: Household Information

5) List all other household members who will be living with you at Co:Here				
Last Name	First Name	Relationship to applicant	Birthdate dd/mm/yyyy	Age
6) For each person not born in Canada (including yourself), please provide the additional information below:				
Name	Date moved to Canada	Current Status		

Name	Date moved to Canada	Current Status	
7) Do all the people you listed live with you full time? Yes No If no, please provide the following information for all persons not living with you full-time:			
Name	# days/week	Shared custody	If not shared, why don't they live with you full-time?
8) Do you expect the number of people living with you to change in the next 12 months? (e.g. pregnancy, marriage, family joining, child in care) Yes No			
If yes, please explain:			

Part 3: Current Accommodation and History

9) Do you (circle one) Rent Own Other:
10) My rent/housing cost is \$
11) My current living situation (circle one) House/Townhouse Apartment/Suite Motel/Hotel Homeless Transition house Room and board Living with family or friends Emergency shelter Treatment centre Other:
12) How long have you been in this living situation?
13) Have you received a legal Notice to End Tenancy? Yes No
If yes, what is the date your living situation will end?

14) If you are not under notice to move, explain why you need/want to move.

15) Please provide information on where you have lived for the past year below.
Please note that SCS may contact landlords for reference purposes.

Address (street, city)	From Date mm/yyyy	To Date mm/yyyy	Landlord's name	Contact information	Reason for leaving

Part 4: Health & Mobility Information

*Please note: As a way of nurturing a culture of neighbourliness, we typically ask for a **minimum of 2-years sobriety** for those who have a history of substance abuse.*

16) Do you or any members of your household have a health condition or disability? **Yes** **No** If yes, please fill out this section:

Name of household member	Explain the health condition or disability

17) Do you require wheelchair accessible housing?	Yes	No
Describe any special requirements or features that you may need in your housing related to your mobility or health condition:		
18) Do you or any member of your household have a mental health diagnosis?	Yes	No
If yes, please provide us with any information you are comfortable sharing.		
19) Are you or a household member receiving treatment or support for this diagnosis?	Yes	No
If yes, please tell us about the support you are receiving.		
20) Do you or any member of your household have a history of substance abuse?	Yes	No
If yes, please tell us about your history and what has been helpful in your sobriety.		

21) Do you or any member of your household currently use any illegal substances?
Yes No

If yes, please tell us about which substances and how often.

22) Do you or any member of your household currently smoke or vape? (Co:Here is a smoke-free environment).
Yes No

Part 5: Animals (please note we are a 1-pet-per-household place)

23) Do you have any pets? **Yes No**

Type	How many	Breed	Age	Date of last inoculations	Willing to give up? (circle one)
Dog					Yes No All but one
Cat					Yes No All but one
Other					Yes No All but one

24) Do you have a Service animal? **Yes*** **No**

** If yes, please attach certification documentation*

Part 6: Criminal Record

25) Have you or anyone in your household been charged with a crime?
Yes No

If yes, please give the nature of the crime:

Part 7: References

26) We are interested in how you heard about tenancy opportunities at Co:Here. Identify any individual(s) or agencies that suggested you apply. They may be asked (at a later date) to provide a written reference.

Name	Society/Agency/Relationship	Phone number
1)		
2)		
3)		

Section D

Your Income Declaration Form

If invited to the Co:Here building, proof of financials will be required at that time in order to set rent levels. (i.e. bank statements, Notice of Assessment, etc)

Salsbury Community Society is committed to offering stable, affordable housing to those who call Co:Here home while operating a model which ensures that tenants do not pay more than 30% of their total income. Salsbury is able to offer this level of affordability because of the mixed income ratio of tenants; 40% of our units go to Income Assistance and 60% go to mixed incomes, ranging from \$24,000 to over \$100,000/year. In the imbalance of this world's economy, people differ greatly in their financial resources often through no fault or merit of their own. Salsbury's approach offers tenants access to affordable rents with an invitation to participate and engage in community-life.

Part 1: Declaration of Income

***Before filling this section, see the list of INCLUDED & EXEMPTED INCOME SOURCES provided on the next page. List below the names and monthly income of all persons who are part of this application.**

Full Name	Birth Date Month/Year	Relationship to Tenant	Source(s) of Income	Current Monthly Income
				\$
Total Monthly Income				\$

*INCLUDED & EXEMPTED INCOME SOURCE LIST

INCLUDED INCOME without limitation (please INCLUDE this kind of income in Part 2)		EXEMPTED INCOME (please DO NOT include this kind of income in Part 2)	
INCLUDE		DON'T INCLUDE	
Employment earnings (including commissions and tips)	All income from public and private pensions plans	Child Tax Benefit	Capital Gains such as insurance settlements, inheritances, disability awards and sale of effects in the last year
Old Age Security (OAS) and Guaranteed Income Supplement (GIS)	BC Employment and Assistance or the Employment and Assistance for Persons with Disability Acts ("income assistance")	The earnings of a person aged 18 or under	Student loans, student loan equalization payments and student grants
Disabled Veteran's Allowance	Alimony	Income of full-time students aged 19 or over from temporary jobs between school years or semesters to a maximum of 4 months per calendar year	Living out or travelling allowances
Child Support	Wage loss through WorkSafe BC	Shelter Aid for Elderly Renters (SAFER) or Rental Assistance Program payments	Goods and Services Tax (GST) rebates
Employment Insurance	Imputed income from assets such as personal property held as an investment. Lump sum or one-time receipts (e.g., lottery winnings, inheritances)	Taxable benefits	Government provided daycare allowances
		Payments for foster children	Child in HOME of RElative income under income assistance
		*Employment allowance	

Section E

Your Statement of Agreement

*Must be signed by all applicants 19 years or older.

I/We declare that

- All the information provided is correct and complete to the best of my/our knowledge. Incomplete applications will not be considered.
Salsbury Community Society respects and upholds an individual's right to privacy. The information contained in this application will be maintained as a confidential and secure record.

I/We authorize

- Salsbury Community Society (SCS) to make any inquiries that are necessary to verify the information given in this application.
- A third party (e.g. social agency, landlord) to release information, if necessary, for the purposes of application review.
- In the future, the Ministry of Social Development to release information to SCS regarding my/our income.

I/We understand that

- This application is not an agreement on the part of SCS or its members to provide me/us with housing.
- If I/we am/are being considered for an available unit, SCS will gather additional information (i.e. conduct an in-person interview) in order to assess my/our ability to uphold the obligations of a tenancy agreement. Further, it is my/our responsibility to provide information requested to assist with SCS's tenant selection.
- All information provided will be kept confidential and secure, according to the BC Privacy of Personal Information Act.
- All information provided becomes the property of the Salsbury Community Society
- It is my/our responsibility to inform SCS of any changes to the information given in this application and to provide any supporting materials required.
- False information given by me/us may result in my/our application being cancelled from consideration.
- 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.

I/We agree that

- If I/we are selected for the building, I/we will not facilitate or participate in any criminal activity that threatens the health safety or welfare of other residents, staff or persons on the property or premises, or the Salsbury Community Society (in accordance with the Tenancy Agreement, Crime Free Addendum, and Participation Addendum).

Printed Name

Signature

Date

Printed Name

Signature

Date