



Kiwanis North Shore Housing Society

Kiwanis Village West – Housing Application Guide

Dear Applicant,

Thank you for your interest in Kiwanis Village West, a purpose-built rental project owned and operated by Kiwanis North Shore Housing Society. The project will provide affordable units for moderate-income families, workers, and individuals with substantial connections to the Community of West Vancouver.

To qualify for a below-market rental suite, applicant households must meet **all of the following four** eligibility criteria:

Eligibility Criteria

1. The cumulative household gross annual income from all sources (incl. employment, disability, retirement, investment, and other) does not exceed
 - **\$113,200** for studios or one-bedroom units, or
 - **\$175,524** for two- or three-bedroom units.Household income limits are adjusted annually (based on BC Housing's limits for 'Low and Moderate' Incomes)
2. No household member owns an interest in residential real property anywhere in the world.
3. The cumulative household assets in form of stocks, bonds, term deposits, mutual funds, cash, and business equity in a private incorporated company are not exceeding:
 - **\$300,000** for studios and one-bedroom units, or
 - **\$400,000** for 2- or 3-bedroom unitsRRSP's, RESP's and Registered Disability Savings Plans are not included in the total assets.
4. Applicants must demonstrate a substantial connection to the West Vancouver Community by **one** of the following:
 - at least one member of the household has resided in West Vancouver for at least 12 months sometime in the past
 - at least one member of the household is employed in West Vancouver
 - at least one member of the household is enrolled in a school within the boundaries of the District of West Vancouver

The suitable unit type will be determined by Kiwanis based on the Canadian National Occupancy Standard:

- 1) there should be no more than two and no less than one person per bedroom;
- 2) children less than 5 years of age of different genders may reasonably share bedrooms;
- 3) children 5 years of age or older of the opposite gender should have separate bedrooms;
- 4) children less than 18 years of age and of the same gender may reasonably share a bedroom;
- 5) single household members 18 years or older should have a separate bedroom, as should parents or couples; and
- 6) a household of one individual may occupy a studio unit.

The following documents must be provided with your application form:

- Copies of the most recent Canada Revenue Agency (CRA) Notice of Assessment;
- Proof of current source of income;
- Copies of 3 months' consecutive bank statements for all accounts;
- Proof of all assets;
- Self-declaration of residential property ownership;
- Proof of substantial connection to the West Vancouver Community (current pay slip from a West Vancouver employer, enrollment confirmation from a West Vancouver school for a child of the applicant's household, proof of previous residency in West Vancouver)

As part of the application process, Kiwanis will conduct a credit check for all eligible households and require Landlord references from current or previous landlords. We require tenant insurance at the time of move-in and throughout the tenancy, including a general liability clause.

The affordable below-market rents at Kiwanis Village West are to support moderate-income families, workers and individuals with a substantial connection to West Vancouver and limited assets. Kiwanis is mandated to ensure that households stay within the income and asset limits throughout their tenancy. We will collect the following information from each household annually:

- a) Gross annual income from all sources of all household members 18 years and older;
- b) A statement of asset ownership;
- c) The number of occupants of the rental unit.

When you apply, please make sure to submit all the required documentation with your application. Incomplete applications (e.g. missing documents, missing information, etc.) can not be processed. Complete applications will be processed on a chronological basis.

The information you provide with your application form will be kept confidential. The Private Information Protection Act (PIPA) covers personal information collection, use and disclosure, and Kiwanis North Shore Housing Society only collects information necessary for your housing application.

Steps of this housing application process:

1. You submit the application via email or mail to our office;
2. Kiwanis will confirm the receipt of the application via email;
3. Kiwanis will reach out to you to confirm eligibility for a unit type (Studio, one-, two- or three-bedroom)
4. Kiwanis will invite you to our marketing centre at our office for a unit selection and a visit to a show suite in the building;
5. You confirm the unit selection unit and the move-in date in writing via email or mail and authorize the credit and reference checks;
6. Kiwanis performs a credit and reference check and, if successful, offers you the selected unit.
7. You will enter into a tenancy agreement with Kiwanis and pay the security deposit (equivalent of ½ monthly rent) and, if applicable, a pet damage deposit (equivalent of ½ monthly rent);
8. Prior to your move-in, we will do a move-in inspection, collect the first month's rent, set you up for Pre-Authorized Payment of rent payments, and give you the keys to your suite.
9. On the day of your confirmed move-in, Kiwanis will lock one elevator for you for a period of time if your unit is on a level two to six.

Kiwanis Village West is a non-smoking/non-vaping property. One pet per unit is allowed. A pet is defined as a domesticated dog, cat, rabbit, ferret, hamster, guinea pig, gerbil, fish or reptile. Dogs and cats need to be spayed or neutered and are restricted in weight to a max. of 25 pounds and in size to a shoulder height of 16 inches. Cages, terrariums or aquariums for other pets are limited to 15 gallons (24'x12'x12'). A pet damage deposit (equivalent to ½ monthly rent) will be required.

If you would like to apply for a below-market rental unit at Kiwanis Village West, please fill out a Housing Application Form and submit it together with the required documentation to:

Email: rentals@kiwanisnorthshorehousing.org

or send it by mail to:

Kiwanis North Shore Housing Society
Unit 100 – 975 21st Street
West Vancouver; BC; V7V 0B5

Your Kiwanis Team

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