



## *Tkemlúps te Secwépemc*

HOUSING DEPARTMENT

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# RENTAL UNIT APPLICATION UPDATE

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Dear TteS Membership,

To apply for a rental unit please complete a rental application with the Tenant Relations Officer. If you have applied for rental unit in the past, this is a friendly reminder all applications must be renewed annually every fiscal year dated April 1, 2018.

As per TteS Housing Policy:

### 5.1 *Rental Unit Application Requirements*

5.1.1 *The following requirements must be met by persons who wish to be considered for allocation of a Rental Unit. If any of these requirements are not met, the Housing Department will not accept the Housing Application, will not forward it to the Housing Committee and will advise the applicant that the application requirements were not met. Given the size of the Waiting List, existing Tenants will not be eligible for a new allocation unless there is evidence of overcrowding in the Rental Unit.*

### *Application Form*

5.1.2 *Housing Application forms (Appendix "A") for Rental Units must be completed in full and submitted to the Housing Department. To remain active and on file, Housing Applications must be updated annually. Each applicant is solely responsible for annually updating his/her Housing Application on file with the Housing Department to ensure all information is current. The Housing Department is not responsible for updating Housing Applications or keeping them current. A Housing Application that has not been updated for more one (1) year after its last update will be considered inactive and removed from the Waiting List.*

5.1.3 *The Housing Manager shall provide updates on the Waiting List to the Housing Committee.*

### *References Requirement*

5.1.4 *Applicants for Rental Units must provide at least three written references, which could include an employer, social services worker, past or present landlord, or a person who is not an Immediate Family member of the applicant. References from Council will not be accepted to avoid any actual or apparent conflict of interest and to keep the application process unbiased and transparent.*

Eligibility Requirements

5.1.5 To be eligible to apply for a Rental Unit, a person must:

- (a) has to be a TteS registered member who is putting in the rental agreement and as a bracket include (688) number. The MRP law may come in to place if there is child protection issues or family issue as far as support.
- (b) be in good financial standing with TteS, having no Arrears or outstanding historical debt;
- (c) provide Proof of Income sufficient to meet the Rent;
- (d) not have been evicted from any TteS Administered Home with the five (5) years immediately preceding the date of his/her Housing Application; and
- (e) be at least eighteen (18) years of age, unless there are extenuating circumstances which may include, but are not limited to:
  - (i) health or safety issues affecting the applicant and/or any dependents;
  - (ii) overcrowding;
  - (iii) accessibility;
  - (iv) family violence;
  - (v) child welfare;
  - (vi) withdrawn from parental control;
  - (vii) marital breakdown;
  - (viii) change in marital status; or
  - (ix) fire to home.

5.1.6 An existing Homeowner/Tenant will not be eligible to apply for additional Rental Units.

If you have any questions or would like to apply, please call Jazmine Richard, Tenant Relations Officer at (250) 828-9822 or email: jazmine.richard@kib.ca.

  
Signed by Joyce Fraser  
Housing Manager  
**TTES HOUSING DEPARTMENT**