



#21, 3550 S.E. Marine Drive
Vancouver, B.C. V5S 4R3
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Website: www.enfhs.org

ENF/SPAHS (1997) Ltd. APPLICATION FORM

Instructions: Please read the first two pages of this application form thoroughly as they contain important information for prospective applicants.

Once you have completed the Application Form, please sign it and either fax or mail it as directed on Page 2. Thank you.

Entre Nous Femmes Housing Society (ENF) is a non-profit organization that primarily provides affordable housing for families. ENF owns all the properties listed on the 2nd page with the exception of Newton Green. **SPAHS (1997) Ltd. (SPAHS)** is the society that owns Newton Green & both the Society & the property are managed under the stewardship of ENF.

Rental subsidies are based on 30% of Gross Family Income (before deductions) for all buildings that offer subsidized suites.

The majority of our housing is comprised of two, three and four bedroom units. However, we also provide a limited number of one-bedroom units available to seniors (over 55 years) or qualifying individuals on disability pensions, as well as a small number of wheelchair accessible or modified units (see listing below).

Currently, we are only accepting 'market renters' at Alma Blackwell. Market Renters in a subsidized building pay the 'lower end of market rent' meaning rent is at least 10% lower than the rent in comparable buildings in the area. No further subsidy is available at Alma Blackwell. Additionally, there are 21 'market' units available at Newton Green, along with 31 subsidized units.

While considering a variety of factors in attempting to achieve a well-rounded community, we consider 'need' as the most important criteria when selecting Tenants. Priority is often given to applicants that may be fleeing abusive situations or who are currently paying a large percentage of their gross income as rent and/or are living in overcrowded housing.

Unfortunately, the demand for subsidized housing is great and because the majority of applicants on our registry meet the 'need' criteria, there is no guarantee that ENFHS/SPAHS will be able to house all applicants. Due to the many variables involved we can only give a rough estimate of how long an applicant may be on the waitlist. We currently estimate an average of one to two years on the waiting list.

If you would like to add your name to the ENF/SPAHS waiting list for any buildings please complete this Application Form and return it by mail or fax to our Head Office (see address and fax number at the top of Page 1). When filling out the application for housing, please be aware that we are unable to consider incomplete forms. You must fill out all areas of the form. If for some reason you cannot answer a question or do not understand, please indicate that on the form.

We do not notify you regarding receipt of your application. You must maintain contact with our Head Office at least once every six months to keep your file active. After six months, if we have not heard from you, your file will become inactive. After one year if we still have not heard from you, we will delete your name from the waiting list and you will have to reapply if you want to be considered for housing in one of our buildings.

You do not need to return either Page 1 or Page 2 with your application.

Building Name	Address	Description
Alma Blackwell	1656 Adanac Street, Vancouver (west of Commercial Drive)	46 units of 1, 2, 3 & 4 bedroom housing – only 'lower end of market' units available. Includes 2 – 2 bd. wheelchair accessible units
Antkiw Court	1534 East 4 th Avenue, Vancouver (west of Commercial Drive)	21 units of 2, 3 & 4 bedroom housing, fully subsidized by BC Housing NO PETS
Beatrice Terrace	1877 East Georgia Street, Vancouver (west of Victoria Drive)	18 units of 2 & 3 bedroom housing, fully subsidized by BC Housing NO PETS
Constance Court	2518 East Hastings Street, Vancouver (east of Nanaimo Street)	34 units of 1, 2 & 3 bedroom family & seniors housing. Includes 6 handicap/modified one bedroom units. Fully subsidized by BC Housing NO PETS
Evelyn Estates	9155 136 A Street, Surrey (near 92 nd Street & King George Hwy.)	36 units of 2, 3 & 4 bedroom housing, fully subsidized by BC Housing NO PETS
Jessica Place	9883 140 th Street, Surrey (between Fraser Hwy. & 100 th Ave.)	40 units of 2, 3 & 4 bedroom housing, fully subsidized by BC Housing NO PETS
Margaret Heights	1800 Rufus Drive, North Vancouver (Lynn Valley)	19 units of 2, 3 & 4 bedroom housing. Family daycare facility run by Lonsdale Creek Daycare Society on-site. Includes 2 – 2 bedroom wheelchair accessible units, fully subsidized by BC Housing NO PETS
Natalia Terrace	3550 S.E. Marine Drive, Vancouver (west of Boundary Road)	41 units of 2, 3 & 4 bedroom housing, fully subsidized by BC Housing NO PETS
Newton Green	12725-63 Ave., Surrey, B.C. V3X	52 units of 2, 3, 4 & one-5 bedroom housing. 31 units subsidized by BC Housing & 21 units are market units. (2-3 bd wheelchair accessible units) NO PETS
Rosemary Green	2880-152 Street, South Surrey, B.C. V4P 1G6	38 units of 2, 3 & 4 bedroom housing, fully subsidized by BC Housing (1-3 bd wheelchair accessible unit) NO PETS

File #: _____ (for Office use only)

Point Score Total: _____ (for Office use only)

ENF/SPAHS APPLICATION FORM

ENFH'S/SPAHS' PRIVACY POLICY STATEMENT IS ATTACHED TO THIS APPLICATION FORM. DUE TO CHANGES IN TECHNOLOGY & LEGAL REQUIREMENTS WE MAY REVISE THIS POLICY FROM TIME TO TIME. IT IS THE APPLICANT'S RESPONSIBILITY TO ASK FOR A COPY OF THE REVISED POLICY.

Please read the attached information carefully before completing this application. **Incomplete applications will not be considered.** You must contact us **every six months** to keep your file active.

Name of Applicant #1: _____

Address: _____

Postal Code: _____

Home phone: _____ Work Ph: _____

Cell phone: _____

Name of Applicant #2: _____

Address: _____

Postal Code: _____

Home phone: _____ Work Ph: _____

Cell phone: _____

Please place check mark beside which buildings you are interested in applying for. It is advisable that you visit each site you are interested in applying for before making this decision.

East Vancouver

- Alma Blackwell
- Antkiw Court
- Beatrice Terrac
- Constance Court

Southeast Vancouver

- Natalia Terrace

North Vancouver

- Margaret Heights

Surrey

- Evelyn Estates
- Jessica Place
- Newton Green
- Rosemary Green

List all persons who will be living in your household (include yourself as the 1st Applicant on the first line)

Last name	First name	Date of birth (mm/dd/yy)	Sex	Relationship to 1 st Applicant
				1 st Applicant

Tell us about yourself:

Please answer the following:	Yes(x)	No(x)	Office Use Only
***Are you under notice to terminate your present accommodation? (copy must be provided)			
Are you in temporary housing? (Transition house, shelter)			
Are you living with family or friends?			
Are you overcrowded or have a lack of privacy:			
Short one bedroom?			
Short two bedrooms?			
Short three bedrooms?			
Do you have accessible laundry facilities?			
Do you have inadequate or share bathroom facilities with people other than your family?			
Do you have inadequate or share kitchen facilities with people other than your family?			
Is there recreational space nearby?			
Is your present accommodation in disrepair or rundown?			
Is the present accommodation infested with vermin?			
Is your health affected (attach a Doctor's letter)			

Employment Applicant #1

Current Employer/Company Name: _____

Address: _____

Position: _____ How long employed? _____

Supervisor's name: _____

Supervisor's ph: _____

Previous Employer/Company Name: _____

Address: _____

Position: _____ How long employed? _____

Supervisor's name: _____

Supervisor's ph: _____

Employment Applicant #2

Current Employer/Company Name: _____

Address: _____

Position: _____ How long employed? _____

Supervisor's name: _____

Supervisor's ph: _____

Previous Employer/Company Name: _____

Address: _____

Position: _____ How long employed? _____

Supervisor's name: _____

Supervisor's ph: _____

Total estimated gross monthly income (before deductions). Please list all income from all members of your household.

If you are on BC Benefits or any other type of income assistance, please note it here :

Name	Source of income	Monthly amount
		\$
		\$
		\$
GRAND TOTAL		\$

Please note: Proof of income will be required if accommodation is offered. BC Benefit recipients will be required to submit the last month's stub that shows the shelter and support portions. The following documentation to verify income amounts from all applicable sources may be requested, including, but not limited to:

- Pay stubs (last 3 months)
- EI stubs
- Pension receipts
- Alimony statements
- Child support statements
- T4 & Revenue Canada Statements
- Bank interest statement
- Any other income receipts

For Applicants on Income Assistance:

What are you paying for rent: \$ _____ Does this include heat/hydro? Yes/No

If not, how much extra do you pay for heat/hydro? \$ _____.

Office use only-	
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For all other Applicants:

Gross Household Income: \$ _____ Monthly Rent: \$ _____ Heat/Hydro: \$ _____

Office use only-	
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Assets:

Do you have assets more or less than \$10,000.00? more less Amount: \$ _____

(this includes Real Estate holdings in any & all countries; RRSPs; stocks;bonds; term deposits; cash in any & all countries)

Office use only:	
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Applicant #1

Name of **current** landlord: _____

His/her address: _____

His/her ph: _____ Length of stay: _____

Could there be a problem if we called for a reference? (Circle one) Yes or No. If yes, explain reason for moving (use other side if you need more room to write):

Applicant #1

Name of **previous** landlord: _____

His/her address: _____

His/her ph: _____ Length of stay: _____

Could there be a problem if we called for a reference? (Circle one) Yes or No. If yes, explain reason for moving (use other side if you need more room to write):

Applicant #2

Name of **current** landlord: _____

His/her address: _____

His/her ph: _____ Length of stay: _____

Could there be a problem if we called for a reference? (Circle one) Yes or No. If yes, explain reason for moving (use other side if you need more room to write):

Applicant #2

Name of **previous** landlord: _____

His/her address: _____

His/her ph: _____ Length of stay: _____

Could there be a problem if we called for a reference? (Circle one) Yes or No. If yes, explain reason for moving (use other side if you need more room to write):

Are there any special circumstances or comments you would like to mention?

Office use only:	
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Do you anticipate any change in your family composition within the next year? yes no

Please explain _____

Do you need wheelchair accessibility? yes no

What percentage of time do your children reside with you? _____% If not, 100% of the time, please explain: _____

Please read the Society's Privacy Policy statement carefully before signing this application form.

ENFHS/SPAHS (1997) Ltd. APPLICANT/TENANT PRIVACY POLICY

Purpose and Scope:

Entre Nous Femmes Housing Society (ENF) & SPAHS (1997) Ltd. (SPAHS) respect and uphold an individual's right to privacy and to the protection of his/her personal information. ENF/ SPAHS are committed to ensuring compliance with applicable privacy legislation.

This document sets out the policy of ENF/SPAHS with respect to the protection of the personal privacy of our applicants/tenants.

Definitions

"Personal information" for the purposes of this policy means information about an individual. It does not include aggregate information, which cannot be associated with a specific individual, and it does not include the name, title, business address, business e-mail address, or business telephone number of an individual.

"Third party" for the purposes of this policy is an individual or an organization other than ENF/SPAHS and the applicant/tenant.

Our Responsibilities:

1. Accountability

ENF/SPAHS are accountable for the personal information in their possession or control, including information that has been transferred to a third party for processing. ENF/SPAHS have appointed a Privacy Officer who is responsible for the organizations' compliance with this Policy.

All staff are obligated to protect the personal privacy of applicants /tenants with regard to all personal information collected by ENF/SPAHS. Staff is required to follow the procedures of this Policy regarding the management of personal information.

Staff will be adequately trained and provided with information about the privacy laws applying to the organization.

2. Purposes for Collection, Use & Disclosure

ENF/SPAHS collects and uses personal information about applicants and/or tenants for the following purposes:

- a. to assess the need for housing;
- b. to determine eligibility for housing provided by our organization;
- c. to assess any special needs an applicant may have with respect to housing, such as a need for accommodation of certain disabilities, and to determine our ability to accommodate these special needs;
- d. to determine eligibility for a housing subsidy;
- e. to assist applicants in filling out a rental, or a subsidy application, if assistance is required;

- f. to verify information provided in the rental application or the subsidy application (for example, calling the FAW to confirm income);
- g. to process payments for services provided, such as rental payments;
- h. to enable us to collect payments owing to us which are overdue;
- i. to enable us to communicate with applicants/tenants; and
- j. to enable us to protect the safety and security of the rental accommodation for our tenants [and staff].
- k. to enable us to provide statistical information for funding purposes

ENF/SPAHS will not collect, use or disclose information beyond that required to fulfill the specified purposes.

When personal information that has been collected is to be used for a purpose not previously identified, the new purpose will be identified prior to use.

3. Consent

Unless we hear otherwise from you, your use of ENF 's/SPAHS's services and facilities constitutes consent for us to collect, use, and disclose personal information for the purposes stated in this Policy.

You may refuse or withdraw consent at any time, subject to legal and contractual restrictions and reasonable notice. Refusal or withdrawal of consent may prevent us from providing to you a service or access to our facilities.

You may refuse or withdraw your consent by contacting us at (604) 451-4412 . Our staff will explain your options and any consequences of refusing or withdrawing consent, and will record your choices.

4. Disclosure of Information to Third Parties

The only circumstances under which personal information may be disclosed to third parties is for the fulfillment of any purposes identified above, with express consent, or as required by law. If personal information is disclosed to third parties for the fulfillment of any purposes identified above, ENF/SPAHS will ensure that appropriate security undertakings, such as confidentiality clauses in contractual agreements, are employed to protect the transfer and use of personal information. ENF/SPAHS does not sell, trade, or rent information to third parties.

5. Limiting Collection

We collect personal information only for the purposes identified above.

6. Limiting Use, Disclosure, and Retention

We do not use or disclose personal information for any purpose other than those for which it was collected, except as required by law, or with consent.

Personal information is retained only as long as is necessary for the fulfillment of the purposes for which it was collected, or as required by law.

7. Accuracy

ENF/SPAHS will make all reasonable efforts to ensure that personal information is as accurate, complete, and current as required for the purposes for which it was collected. ENF/SPAHS relies on applicants/tenants to ensure that certain information about them, such as their emergency contact and reference information, income and family composition, is current, complete, and accurate.

ENF/SPAHS will not routinely update personal information, unless such a process is necessary to fulfill the purposes for which the information was collected.

8. Safeguards

ENF/SPAHS uses security safeguards to protect personal information. These safeguards are appropriate to the sensitivity of the information.

ENF/SPAHS will make all reasonable efforts to protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification.

The security safeguards include:

- a. Physical measures (ie.: off-site back ups; locked offices and/or filing cabinets; alarmed offices)
- b. Administrative measures (ie. filing of all application forms; timely destruction of old files; protection of files in use from access by unauthorized persons; Records Management & Retention Policy which states how and when records are to be destroyed)
- c. Technological measures (ie. the use of passwords; the implementation of firewalls for all computers accessing the Internet)

9. Individual Access

Individuals have the right to access their personal information under the control of ENF/SPAHS. The Privacy Officer will assist them with their access requests. Access requests will be dealt with within 30 days.

Access requests should be made, in writing, to the Privacy Officer at #21, 3550 S.E. Marine Drive, Vancouver, B.C. V5S 4R3. In certain exceptional situations, further to privacy legislation, we may not be able to provide access to certain personal information that we hold about applicants/tenants. Examples of where we may not provide access include, but are not limited to, the following:

- where provision may reveal personal information about another individual;
- where the information is subject to solicitor-client privilege;
- where the information was collected in relation to the investigation of a breach of an agreement or a contravention of a federal or provincial law; or
- where provision could reasonably be expected to threaten the health or safety of an individual.

If access cannot be provided, ENF/SPAHS will notify the individual making the request, in writing, of the reasons for the refusal.

10. Openness Concerning Policies and Practices

ENF/SPAHS will make available specific information about its policies and practices regarding the management of personal information. To contact us to obtain further information regarding our policies and practices, please refer to section 12 below.

11. Revisions To This Privacy Policy

The development of ENF's/SPAHS' policies and procedures for the protection of personal information is an ongoing process. Due to changes in technology and legal requirements we may revise this Policy from time to time. Please

ensure that you refer to the current version of ENF's/SPAHS' Privacy Policy. The current version will be updated in the Tenant Handbook which is always available from the Property Managers or from the head office of the Society.

12. Concerns or Questions Regarding Compliance

An individual may address a concern or question about compliance with this policy to ENF's/SPAHS' Privacy Officer, at #21, 3550 S.E. Marine Drive, Vancouver, B.C. V5S 4R3.

ENF/SPAHS will investigate any complaints received in writing. If a complaint is found to be justified, ENF/SPAHS will take appropriate measures to resolve the complaint including, if necessary, amending its policies and procedures. An individual will be informed, in writing, of the outcomes of the investigation regarding his or her complaint.

Dated at Vancouver, this 1st day of July 2008.

DECLARATION: Please read and sign this statement.

I/We understand that this application does not constitute any agreement on the part of ENFHS/SPAHS to provide me/us with rental accommodation. I/We declare that the information given in this application is correct and complete. I/We understand that it is my/our responsibility to advise ENFHS/SPAHS of any changes to the information given in this application and to provide any supporting materials required for my/our application.

Pursuant to the Freedom of Information and Protection of Privacy Act, I/we give ENFHS/SPAHS my/our consent to make any inquiries that are necessary to verify the information given in this application and I/we authorize any person, corporation or social agency to release to ENFHS/SPAHS any information pertinent to the assessment of my/our application.

I/We authorize consent to ENFHS/SPAHS receiving and exchanging, with credit agencies and my/our previous landlords with whom I/we have had dealings, credit and other information about me/us. I/We understand that such information will be a factor in ENFHS's/SPAHS' decision to provide me/us with rental accommodation.

I/We understand that the information on this application may be shared with other Social Housing Providers in order to increase my/our opportunities for subsidized housing.

I/We confirm that we have read and understood ENFHS's/SPAHS' Privacy Statement.

Date _____

Applicant #1's Signature _____

Applicant #2's Signature _____