



BC Housing

HOUSING PROVIDER ANNUAL INFORMATION FORM

Housing Provider (Sponsor): _____ Sponsor #: _____

Mailing Address: _____

E-Mail Address: _____

Contacts:

	Name (Receives BC Housing Correspondence)	Title/ Position	Telephone & Cell Phone	Fax
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Board of Directors:

Name	Title	Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Management Letter:

Has your auditor provided your board of directors with a management letter? Yes ☐ No ☐
If "yes", please attach a copy of the letter to this form and return it to BC Housing.

Information for *The Link*
BC Housing's Directory of Affordable Housing

SECTION 1 (If BC Housing maintains your applicant list than skip to section 2)

- a) Do you maintain an applicant list?** Yes ☐ No ☐
- b) What is the best way for an applicant to contact you for an application?**
- ☐ Mail
 Street Address for mail-in applications
 City, Postal Code for mail-in applications
- ☐ By contacting us directly: Phone ☐ Fax ☐
- ☐ By coming to your ☐ development or ☐ office in person.
- Name of your Development:
 Development Street Address & City:
 Office Street Address & City:
 Development's closest major intersection:
 What are your office hours?
- c) Do you have an application update process?** Yes ☐ No ☐
- How often should an applicant contact you?
 How many applications do you keep on file?
 Are applications cancelled after a number of months? Yes ☐ No ☐
 If yes, after how many months?
- d) Does your development allow pets?** Yes ☐ No ☐
- If yes, are there any restrictions? Yes ☐ No ☐
- What are the pet restrictions?
- Are tenants/members required to pay any additional costs (i.e. parking or hydro)?** Yes ☐ No ☐
- If yes, what are the costs associated with?
 Is a damage deposit required? Yes ☐ No ☐
- e) Does your development have a residency requirement (i.e. applicant must have lived in BC for 6 months)?** Yes ☐ No ☐
- If yes, how many months?

SECTION 2

- f) Does your development have bachelor or 1 bedroom suites?** Yes ☐ No ☐
- Is there a minimum age requirement? Yes ☐ No ☐
- If yes, what age?
 If yes, are applications under the minimum age requirement accepted if the applicant is disabled? Yes ☐ No ☐

SECTION 3

- g) For co-ops only:**
- Does your co-op have a participation requirement? Yes ☐ No ☐

Signature: _____ **Date:** _____

Thank you for your participation.