



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.

PLEASE COMPLETE REVERSE SIDE OF THIS FORM

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.