

SCHEDULE H – APPLICATION FOR HOUSING BENEFIT



Canada - British Columbia Housing Benefit (CBCHB)
Application for Housing Benefit

READ AGREEMENT AND INSTRUCTIONS ON REVERSE

PART I - APPLICANT INFORMATION

Social Insurance Number	Name of applicant(s). Show SURNAME, GIVEN NAME and MIDDLE INITIAL	CBCHB File #		
Address of Rental Unit (Home Address)	City	B.C.	Postal Code	Phone No.
How much is your monthly rent? \$	Does your rent include heat? <input type="checkbox"/> Yes <input type="checkbox"/> No		Email.	
Mailing Address (if different from above)				

PART II - HOUSEHOLD INFORMATION

List below everyone in your household residing at the above rental unit. Proof of gross monthly income for each person with income must be attached. Do not include roommates. (if additional space needed, attach list on separate sheet of paper)

Full Name(s) (Last / First / Initial)	Birth Date Day / Month / Year	Relationship To Applicant	Employment income in previous year	Source(s) of Income	Current Gross Monthly Income	PROVIDER/ BCH USE ONLY. Comments/ Calculation
		Applicant	<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			
			<input type="checkbox"/> Yes <input type="checkbox"/> No			

PART III – BENEFIT RECIPIENT AGREEMENT

I/We declare that the information provided in and attached to this CBCHB Application for Housing Benefit is true, correct and complete in all respects; fully discloses my/our income from all sources; and accurately represents my current living circumstances.

I/We acknowledge and understand that:

- This agreement, including the Additional Terms on page two of this Application, forms part of and is material to acceptance of this Application for Housing Benefit under the Canada-British Columbia Housing Benefit (CBCHB) program.
- By itself this Application for Housing Benefit does not constitute a Residential Tenancy Agreement or provide a right to occupy the rental unit, but shall be used to determine eligibility and calculate a Housing Benefit under the CBCHB program for the rental unit listed above for which I/we have entered into an agreement to occupy with the Landlord.
- The information provided in this Application for Housing Benefit (and any previous Applications) is subject to verification and audit, and Housing Benefits may be adjusted or terminated if the audit reveals errors or omissions.
- It is my/our responsibility to immediately inform BC Housing/Provider of any changes in my/our address, rent amount, marital status, family size, or the number of people sharing the rental Premises, so that my/our Housing Benefit can be adjusted accordingly.
- This Application for Housing Benefit supersedes any previous Application(s), if any, and is valid until the Expiry Date in Part IV, unless there is a reported change, or the Housing Benefit has been terminated as outlined in the Additional Terms on page two of this Application.
- If I/we fail to pay the full rent amount to the landlord, Provider/BC Housing may immediately stop payment of Housing Benefits and I/we agree to return to BC Housing all Housing Benefits paid for periods in which the full rental amount was not paid.

_____ Signed	_____ Date	_____ Signed	_____ Date
_____ Signed	_____ Date	_____ Signed	_____ Date
_____ Signed	_____ Date	_____ Signed	_____ Date

THIS FORM MUST BE SIGNED BY THE APPLICANT AND ALL HOUSEHOLD MEMBERS AGED 19 OR OVER.

PART IV - CALCULATION OF CANADA - BC HOUSING BENEFIT (CBCHB)

BC HOUSING / PROVIDER USE ONLY: DOES NOT FORM PART OF THE APPLICANT(S) DECLARATION				CHECK ONE	
PROVIDER NAME	BC HOUSING (INTERIOR -DH)			<input checked="" type="checkbox"/> NEW BENEFIT	
ELIGIBILITY ASSESSMENT				<input type="checkbox"/> REAPPLICATION	
UNDER THE CBCHB INCOME LIMITS: <input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> ADDRESS CHANGE	
ELIGIBLE PREMISES (PRIVATE RENTAL, NOT SUBSIDIZED)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHY: _____				<input type="checkbox"/> OTHER _____	
DOES HOUSEHOLD APPEAR TO BE ELIGIBLE FOR RAP OR SAFER BENEFITS? <input type="checkbox"/> YES <input type="checkbox"/> NO					
ADJUSTED RENT CEILING (LESSER OF ACTUAL RENT OR CBCHB RENT CEILING)	-	HOUSEHOLD CONTRIBUTION	=	HOUSING BENEFIT AMOUNT (ENTER 0 IF NOT ELIGIBLE)	Effective Date (Day / Month / Year)
					Expiry Date (Day / Month / Year)
CALCULATED / ENTERED BY		DATE	REVISED / ENTERED BY (IF APPLICABLE)		DATE

This form collects personal information for contact purposes and to determine eligibility for assistance through the Canada BC Housing Benefit program. The information is collected in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of your information, please contact BC Housing's Chief Privacy Officer at (604) 433-1711 or 1-800-257-7756, or write to 1700-4555 Kingsway, Burnaby, BC, V5H 4V8.

ADDITIONAL TERMS:

1. "BC Housing" means the British Columbia Housing Management Commission.
2. "CMHC" means the Canada Mortgage and Housing Corporation
3. "Housing Benefit" means the funds received under the CBCHB program to offset a portion of the market rent paid for an eligible Premises.
4. "Landlord" means the person or agency with whom the Applicant has entered some form of agreement to occupy the Premises.
5. "Premises" means the residential rental unit, located in British Columbia, for which the Applicant has entered into an agreement to occupy.
6. "Provider" means a non-profit provider or other third party that has entered into an agreement with BC Housing to administer CBCHB Housing Benefits.
7. The applicant understands that BC Housing will utilize anonymized baseline data to establish appropriate measures and effectively track the use of the benefits and report to CMHC.
8. The applicant understands that if benefits received from this program are more than \$500 in a tax year, a T5007 Statement of Benefits will be issued. For income tax purposes, payments received under this program must be included in either the applicant's income or the income of their spouse or partner (if applicable).
9. The applicant agrees:
 - a. to promptly provide or cause to be provided, all information and documentation that is reasonably requested by BC Housing or a Provider all information and documentation pertaining to his/her income and the income of all persons living with the Applicant in the Premises to determine eligibility for the Housing Benefit, or for audit purposes.
 - b. to provide a copy of their Tenancy Agreement or other agreement to occupy to BC Housing when initially applying for a Housing Benefit for a Premises, and to forward copy of all future rent increase notices for the same Premises.
 - c. That the Housing Benefit is not transferable to another person and they will not sub-let the Premises in whole or in part, or assign their Tenancy Agreement or any of their rights under it.
10. Acknowledges and agrees that the payment of money by BC Housing/Provider to the Applicant or landlord does not in any way alleviate the Applicant's liability, as a tenant, to the landlord for cost of repairs, excessive cleaning, or rent arrears.
11. Failure to disclose or misrepresent any information, in writing or by omission, may result in the termination or recovery of Housing Benefits in addition to any other remedies available in law or equity.
12. The Applicant acknowledges that the Housing Benefit is portable and if the Applicant relocates to an alternative eligible rental unit, the Housing Benefit may continue provided all other eligibility requirements are met. In the event the Housing Benefit is administered through a Provider, and the Provider is unable to continue providing the Housing Benefit due to geographic location, the Provider will advise BC Housing. BC Housing reserves the right to administer the Housing Benefit directly or reallocate the Housing Benefit funding to an alternative Provider
13. When an applicant wishes to move the Housing Benefit to another eligible Premises the following conditions apply:
 - a. The applicant must provide appropriate notice under the Residential Tenancy Act, or as outlined in their agreement to occupy, when they intend to vacate.
 - b. If the applicant fails to pay rent properly due arising from failure to give proper notice, there shall be no obligation for a Housing Benefit to be paid for the period and the full outstanding balance will be the responsibly of the Applicant.
 - c. The applicant must pay the landlord the cost of repairs or excessive cleaning for which they are legally liable. If they fail to do so, BC Housing/Provider shall not be obliged to pay such costs to a landlord.
 - d. When relocating to another premises, in order to continue to receive the Housing Benefit they must contact BC Housing or the Provider to complete an updated Application for Housing Benefit within 30 days following relocation.
 - e. In no case will more than one Housing Benefit be issued for any calendar month and the Applicant must return any Housing Benefits received for a month(s) where they were not paying rent for an eligible Premises.
14. The Housing Benefit shall be paid directly to the applicant by direct deposit or mail. The applicant agrees that BC Housing / Provider shall have no liability for any delay in the delivery of the Housing Benefit to the Applicant nor for the loss of the Premises by the Applicant for any reasons including non-payment of rent.
15. In addition to any other provision for termination of the Housing Benefit, this agreement may be terminated in the following events:
 - a. If the applicant has breached any term of this agreement.
 - b. If, in its discretion, Provider/BC Housing considers that the income of the applicant and/or those persons living with the applicant has increased to such an amount that a Housing Benefit is no longer required.
 - c. The Provider/BC Housing have determined that the Applicant is now eligible for assistance through either the Rental Assistance Program or Shelter Aid For Elderly Renters program.
 - d. At any time by Provider/BC Housing upon delivery of six (6) months' notice in writing to the applicant
 - e. If the applicant gives notice to Provider/BC Housing that they wish to terminate this agreement.

INSTRUCTIONS & NEXT STEPS:

1. **Complete Application for Housing Benefits:** Please verify that Parts I and Part II are completed in full.
2. **Sign & Date:** Read the Agreement in Part III on page 1. The Applicant(s) and anyone aged 19 years or over who is living at the rental unit must sign the Application for Housing Benefits.
3. **Attach proof of income from all sources:** (Do not send original documents)
 - Proof is required for all sources for the applicant and all household members age 19 or older
4. **Attach proof of rent:** (Do not send original documents)
 - Proof may include a copy of the Tenancy Agreement, a Notice of Rent Increase, etc.
5. **Submit Application:** Return completed CBCHB Application for Housing Benefits with supporting documents to CLBC.

IMPORTANT INFORMATION Please have this translated	重要資料 請找人為你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਉ

Canada-BC Housing Benefit Application Package

Eligibility & Application Process

You are eligible if you:

- are eligible for CLBC services.
- live in market rental housing and pay rent. You could also be moving into living in a market rental.
- live independently or with some supports.
- spend more than 30% your gross monthly income on your rent.
- are up to date on filling your tax return. (i.e. 2024 tax return).
- live in BC and are a Canadian citizen or a permanent resident of Canada

You are not eligible if:

- you live in a rental that is paid for or subsidized by government at any level. This includes home sharing but does not include PWD.
- you own your home. This does not include a manufactured home where the applicant pays rent for the pad (site).
- you are renting a room or property from an immediate family member (your spouse, parents, children or siblings)
- you live in private assisted living or any residence where you pay for room and board
- your landlord increases your rent because you start receiving the benefit. The benefit must be used to increase your quality life by making your rent more affordable.
- you are an employee of CLBC.
- you are eligible for [Shelter Aid for Elderly Renters \(SAFER\)](#) or the [Rental Assistance Program \(RAP\)](#).

Application process

1. Applicant assesses their eligibility based on the above criteria.
2. Applicant faxes their completed application and required documents to CLBC.
3. CLBC reviews application and determines if eligibility is met.
4. CLBC sends a letter to all applicants to let them know if their application was approved, denied or is being held in case a spot opens or more funding is granted to CLBC.
5. Approved applications will receive a Direct Deposit Application (DDA) form from CLBC, so the applicant can receive payments electronically, directly into their bank account.
6. Applicant completes and sends their DDA form back to CLBC.
7. CLBC sets up direct deposit of the housing benefit to the recipient or landlord.
8. Direct payments will begin in early 2026. Payments will be received one week before rent is due.
9. The recipient is responsible to report any changes in their housing situation to CLBC (i.e. move, change in tenants, income changes, etc.).
10. The recipient is required to reapply annually to continue to receive the benefit, starting in 2027.

Contact information

- Questions can be sent by email to: clbc.housingbenefit@gov.bc.ca.
- For in-person, online or phone for support with your application, visit the [Find Your Local CLBC Office page on our website](#).

Checklist: Application for Housing Benefit

Preparing your application

The following steps can be found on **page 1**: Application for Housing Benefit.

- Complete **Parts I & II** of the Application for Housing Benefit
- Review and **sign** the Agreement in **Part III**
- All residents aged **19 and older** living at the rental unit must sign
- Complete **Appendix A (page 6)** – required

Provide proof of income

Each household member aged 19+ must provide proof of income.

- **Employment:** Three current, consecutive pay stubs or a letter from your employer (both options must include gross monthly salary)
- **PWD:** Income assistance cheque stub or Ministry Release of Information stating support and shelter.

- Attach copies of income documents from all sources.

★ **Do not send original documents.**

Provide proof of rent

- Include copies of documents showing current rent amount

Examples: Tenancy Agreement, Notice of Rent Increase

★ **Do not send original documents.**

Submit your application

- Return completed Housing Benefits application including Appendix A
- Include all supporting documents
- Fax to CLBC at **236-468-1007** or bring into local CLBC office (do not drop off – staff need to fax it and hand it back to you)

Appendix A

Check all that apply to you

Check if you are **currently unhoused**.

Check if you are **at risk of losing your housing within:**

30 days

60 days

90 days

Check if you **have children who live with you**.

Check if you are **fleeing violence**.

Check if you **identify as First Nations, Metis, Cree, or Inuit**.

Additional Contact

- If you are approved for this benefit, **CLBC's Housing team will need to contact you from time to time**. If we can't reach you, or your contact information changes, we will reach out to your additional contact.
- Please provide contact information for someone we can contact if we can't reach you.

Name: _____

Agency name*: _____

*if you are applying with the help of an agency/Service Provider

Email: _____

Phone number: _____