



Hollyburn Community Housing Society

Cypress at Baden Park - Below Market Rental Unit Applicant Guide

Cypress at Baden Park is a purpose-built rental project owned and operated by Anthem Baden Apartment Holdings LP. Through a partnership with Hollyburn Community Housing Society (HCHS) the project will provide below market rental units for moderate-income North Vancouver residents, families, seniors, and youth.

To qualify for a below-market rental suite, applicant households **MUST MEET ALL** of the following eligibility criteria:

Eligibility Criteria

1. The cumulative household gross annual income from all sources (incl. employment, disability, retirement, investment, and other) does not exceed
 - **\$44 500** (for studio units) *
 - **\$55 000** (for 1 bedroom or 1 bedroom plus units) *
 - **\$67 000** (for 2 bedrooms plus units) *
 - **\$80 000** (for 3 bedrooms units) *

*Household income limits are adjusted annually (based on Statistics Canada Income Limits)

2. No household member owns an interest in residential real property anywhere in the world.
3. The cumulative household assets in form of stocks, bonds, term deposits, mutual funds, cash, and business equity in a private incorporated company do not exceed **\$150,000***

*RRSP's, RESP's and Registered Disability Savings Plans are not included in the total assets.

Tenant Selection

The suitable unit type will be determined by Hollyburn Community Housing Society based on the Canadian National Occupancy Standard, with a minimum 1 person and maximum 2 people per bedroom.



The following documents will be required together with your application form:

- Copies of the two most recent Canada Revenue Agency (CRA) Notice of Assessment.
- Proof of current source of income.
- Copies of 3 months' consecutive bank statements for all accounts.
- Proof of all assets.
- Self-declaration of residential property ownership.
- Copy of photo ID
- If applicable, a statement of federal benefits for individuals aged 65 and above

As part of the application process, HCHS will conduct a credit check for all eligible households and require Landlord references from current or previous landlords. Anthem requires tenant insurance at the time of move-in and throughout the tenancy, including a general liability clause.

HCHS is mandated to ensure that households stay within the income and asset limits throughout their tenancy, and experience successful tenancies. A support worker will be assigned to each tenant in Below Market Units, who will be collecting the following information from each household annually:

- a) Gross annual income from all sources of all household members 18 years and older.
- b) A statement of asset ownership.
- c) The number of occupants of the rental unit.

Assigned support workers will also be working with Anthem Baden Apartment Holdings LP to ensure units are kept clean, and that tenants have the support they require for a successful living experience at BADEN PARK.

Upon request, please make sure to submit all the required documentation with your application. Incomplete applications (e.g. missing documents, missing information, etc.) cannot be processed. Complete applications will be processed on a chronological basis.

The information you provide with your application form will be shared with Anthem Baden Apartment Holdings LP. Anthem and HCHS will keep all information strictly confidential. The Private Information Protection Act (PIPA) covers personal information collection, use and disclosure, and Hollyburn Community Housing Society and Anthem only collect information necessary for your housing application.



Steps of this housing application process:

1. You submit the application via email, mail, or fax to our office;
2. Hollyburn will confirm the receipt of the application via email; Eligible applicants are asked for supporting documentation, and consent to share this information with Anthem
3. Hollyburn will reach out to you to confirm eligibility for a unit type (Studio, one-, two-or three-bedroom)
4. Hollyburn will invite you to our marketing centre at our office for a unit selection and a visit to a show suite in the building;
5. You confirm the unit selection unit and the move-in date in writing via email or mail and authorize the credit and reference checks;
6. Hollyburn performs a credit and reference check and, if successful, offers you the selected unit.
7. You will enter into a tenancy agreement with Anthem and pay the security deposit (equivalent of ½ monthly rent) and, if applicable, a pet damage deposit (equivalent of ½ monthly rent);
8. Prior to your move-in, we will do a move-in inspection, collect the first month's rent, set you up for Pre-Authorized Payment of rent payments, and give you the keys to your suite.
9. On the day of your confirmed move-in, Anthem will lock one elevator for you for a period of time if your unit is on a level two to six.

Cypress at Baden Park Below Market is a non-smoking/non-vaping property. Two pets per unit are allowed. A pet is defined as a domesticated dog, or cat. Prohibited or restricted exotic animals, as defined by the B.C. Wildlife Act Controlled Alien Species Regulation, are not permitted as pets.

Tenants will be required to complete a Pet Policy Agreement and submit it for approval before a pet can move in. A pet damage deposit (equivalent to ½ monthly rent) will be required.

If you would like to apply for a below-market rental unit at BADEN PARK, please fill out the online Housing Application Form.

Any questions please email: belowmarket.rentcypress@hollyburnsociety.ca.