

Office Use Only

Registration # _____

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Women's Housing Services
PICS Society
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Surrey, BC V3W 3A6
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WOMEN'S HOUSING APPLICATION

FORM Harmony House – Second Stage Housing

CONFIDENTIAL

Please write clearly and tick the appropriate boxes where required. If you need help to fill in this form please telephone PICS at 604 596 7722 and ask for Pardeep Sahota.

What is Harmony House?

Harmony House is a supportive cooperative house where battered immigrant women and their children who have been impacted by violence in intimate relationships, and have passed through the initial crisis stage, may stay between 6 to 18 months.

Who is eligible to apply?

This cooperative house is available to immigrant women with or without children who are impacted by relationship violence.

For more information on whether this is the right house for you please telephone PICS.

What is the rent?

If the tenant receives income assistance, the rent is based on the maximum shelter allowance.

If the tenant is in receipt of income from employment or other sources, a minimum rent applies.

Privacy Declaration

All personal information collected is for the management of service delivery by PICS Society staff. No information will be shared with anyone outside of the organization without the express permission of the applicant/tenant.

PLEASE KEEP THIS PAGE FOR YOUR FUTURE REFERENCE



APPLICATION FOR HARMONY HOUSE SECOND-STAGE HOUSING

Please note: It is important that you answer ALL the questions in order to be considered for housing

1. APPLICANT (please print)

Applicant Surname	Applicant First Name	Work Phone Number
Home Address (Apt Number/Street Address)		Home Phone Number
City	Province	Postal Code
Email Address		Safe Phone Number for Messages

2. HOUSEHOLD COMPOSITION *Proof of identity is required for all family members.*

Full Name(s) Surname First	Birthdate	Gender	Relationship to Applicant

Do you expect the size of your household to change in the next 12 months? NO YES

Do you or anyone in your household identify with being an aboriginal person of Canada? NO YES

3. INCOME INFORMATION List Gross Monthly Income (before deductions) for all members of your household from all sources. *Proof of income must be attached.*

Name	Source (eg. Employment, Income Assistance, Employment Insurance, Pension)	Relationship to Applicant
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total Monthly Income for Household		\$

Current/Last Employer (if applicable)



Employer	Address, Phone No.	Employer Name and Contact Information

4. RESIDENCY HISTORY Please list your address(es) for the past 2 years. Previous landlords may be contacted for references.

Address	From - To	Landlord Name and Contact Information

No references? Please explain:

5. PRESENT ACCOMODATION Please describe your present accommodation as completely as possibly by checking the information below.

Is your present accommodation:	Apartment	Basement Suite	Living with family or friends		
	House or duplex	Renting a room	Transition House		
	Other (specify) _____				
Do you:	Rent	Own	Share Expenses	Have Free Accommodation	Live in a Co-op
Please state:	Your current monthly rent cost:		Your current monthly utilities cost:		

Do you have any household pets? (Harmony House does not allow pets) NO YES



6. DISABILITIES/HEALTH ISSUES List on the lines below any member of your household with a significant disability/health issues which should be considered in your housing needs *(Please note: Not all units are wheelchair accessible)*

Name	Type of Disability/health issue

7. REASON FOR APPLYING

- I have recently received a notice to end tenancy
- I am leaving an abusive situation
- I am an immigrant/refugee in transition
- Other (please describe: _____)

8. ARE YOU CONNECTING WITH ANY PICS PROGRAMS? NO YES
 If yes, what program? _____

9. REFERRAL – How did you hear about Harmony House? _____

10. VEHICLES – Do you own a registered/insured vehicle? NO YES
 If yes, Drivers License No: _____ Make/Year: _____ License Plate #: _____

11. REFERENCES – Please list at least 3 non-related references

Name	Address, Phone No.	How do you know this person?



DECLARATION

The information you give will be kept confidential.

The Freedom of Information and Protection of Privacy Act covers the collection, use and disclosure of personal information. This application is designed to collect specific information from applicants seeking assistance.

1. I /WE DECLARE:

This is my/our application and all the information in it is true and complete to the best of my/our knowledge.

2. I/WE PERMIT:

PICS to verify any of the information I/we have provided in this application in order to access my/our eligibility for second stage housing.

3. I/WE ACKNOWLEDGE AND UNDERSTAND THAT:

It is my/our responsibility to immediately inform PICS of any changes in my rent, income, marital status, family size, or the people sharing my/our accommodation.

If I/we wish to withdraw this Consent, I/we may do so at any time in writing to PICS, however withdrawal of this consent will result in my/we being ineligible.

Signature of Applicant

Social Insurance Number

Date



APPLICATION CHECKLIST

Before submitting your application to PICS please review the following to make sure that all required information is included with the application

- ✓ Applications are effective the month in which they are received by PICS
- ✓ Incomplete applications will be held for up to 30 days to allow applicants time to gather missing documentation.
- ✓ After 30 days, incomplete applications will be cancelled and the applicant will be required to submit a new application with supporting documents. The effective date will be adjusted to the month in which the new application is received.

Please do not submit original documents.

- ✓ Proof of status in Canada (proof is required for all family members)
- ✓ Copy of Canadian birth certificate(s) for all family members born in Canada, AND
- ✓ For family members not born in Canada, provide copies of citizenship papers or immigration documents.
- ✓ Acceptable proof includes:
 - Copy of Record of Landing (IMM1000) or Sponsorship Undertaking: Confirmation of Permanent Residence (IMM5292),
 - OR
 - Copy of Permanent Resident Card (both sides).
 - Any other proof of residence in Canada.
- ✓ Children age 5-10 in full-time attendance at a school must provide proof of enrolment.
- ✓ Proof of Income
 - Copies of current bank statement for all bank accounts showing a 30 day period
- ✓ Proof of current gross monthly income, from all sources (the last three consecutive cheque stubs, letter from employer or other income statement).