

Make your rent more affordable



Rental Assistance Program

A Guide to Rental Assistance Program

The Rental Assistance Program provides eligible low-income working families with monthly assistance to help with their monthly rent payments.

Do you qualify for assistance?

You **may be eligible** for the Rental Assistance Program if you meet **all** of the following criteria:

- ➔ Some or all of your annual household income must come from employment.
- ➔ You have a gross annual household income of \$40,000 or less.
- ➔ You have at least one or more **dependent children**. Who is considered a dependent child? An unmarried child, stepchild, adopted child or legal ward, mainly supported by the applicant, who is:
 - Under 19 years of age; or
 - Under 25 years of age and registered in full-time school, university or vocational institute which provides a recognized diploma, certificate, or degree; or
 - Of any age who, because of mental or physical infirmity, is accepted as a dependent for income tax purposes.
- ➔ You have less than \$100,000 in assets.
- ➔ You file an annual income tax return.
- ➔ You pay more than 30 per cent of your household income towards rent for your home, or pay pad rental for a manufactured home (trailer) that you own and occupy.
- ➔ You have lived in British Columbia for the full 12 months immediately preceding the date of application.
- ➔ You meet the residency requirements for the program.
- ➔ For more information and full eligibility requirements, www.bchousing.org/RAP.



Make your rent more affordable

Get an application form and fill it out

If you are eligible for rental assistance, you can get an application form in two ways:

1. **Download from Online:** Find application form at www.bchousing.org/rap
2. **By mail:** Request a paper copy of the application form by calling 604-433-2218 or 1-800-257-7756

Supporting Documents

Once you have completed an application form, the next step is to send us copies of documents to verify the information. Provide **copies**, not originals, of the documents.

Documents include:

1. Banking Information (void cheque or direct deposit form)
2. Identification and proof of status in Canada
3. Proof of rent
4. Proof of assets
5. Proof of income (tax return or provide consent for Canada Revenue Agency to release to BC Housing information from your tax records)
6. Other income documents

For more information on required documentation, go to www.bchousing.org/rap for an application checklist. All information collected is for the purpose of determining eligibility and is kept strictly confidential.

Submit your application

You can submit your application in the following ways:

- ➔ **Upload:** You can scan your application and upload it using our Program Upload Form at www.bchousing.org/puf.
- ➔ **In person:** during office hours. Mail slot is available after office hours.
- ➔ **By mail:**
 - 📍 **Rental Assistance Program,**
BC Housing,
101-4555 Kingsway,
Burnaby, BC, V5H 4V8

Please **do not include any original documents**, only copies.
Once your application has been processed, notification will be sent by mail.

Keep us up to date

Please notify BC Housing immediately of any changes that may affect your application.

- ➔ **Phone:** 604-433-2218
- ➔ **Toll-free:** 1-800-257-7756
8:30 a.m. to 4:30 p.m., Monday to Friday
(excluding holidays)
- ➔ **Online:** puf.bchousing.org

