



CITY OF ARMSTRONG

Heaton Place Rental Units

Thank you for your interest in renting one of the six (6) City owned Heaton Place units.

The enclosed Heaton Place Rental Policy outlines the eligibility criteria and procedure to be used by the City for rental of the units. Any questions about the property or tenancy, should be directed as follows:

- The property or units (e.g. floor plan, see a unit, ask about the amenities), please contact Caretenders: Telephone: (250) 861 – 3030 or Email: admin@caretendersinc.com. Caretenders is managing the City's units.
- Tenancy eligibility/criteria for the City's units, please contact Dawn Jamieson, Director – Abbeyfield Society, 250-546-3730. The Abbeyfield Society is reviewing, screening and interviewing all applications for tenancy on behalf of the City.

A tenancy application form is enclosed.



City of Armstrong Heaton Place Rental Policy

Policy Title	Heaton Place Rental Policy
Policy Number	2-200-22

<u>Effective Date</u>	<u>Authorized By:</u>	<u>Replaces</u>
November 28, 2011	Mayor & Council	

Policy Statement

The City has provided an opportunity for seniors to remain in the community who have special daily living needs but may not have the financial means to purchase residential units in an environment that provides assistance in daily living. Six strata units at Heaton Place have been purchased by the City for this purpose.

Objectives

1. To provide subsidized rental residency at Heaton Place for seniors who meet eligibility criteria.
2. To encourage seniors who require special daily living needs to remain in the community.

Units Available

The City has purchased the following six 1-bedroom, 685 sq. ft. strata lots at Heaton Place:

<u>Strata</u> <u>Lot</u>	<u>Suite No.</u>
4	107
6	110
7	108
23	207
26	208
33	217

Rent

A market rent of \$1,185.00 per month for the first year is established for each unit. Subsidized rent for the first year up to December 31, 2012 shall be \$700.00 which equates to a subsidy rate of approximately 41%.

Effective January 1 of each subsequent year, the subsidized rent shall be increased by the average monthly Consumer Price Index in British Columbia (as published by Statistics Canada) during the previous year. Rent may also be increased for other reasons when warranted. The monthly Lifestyle Service Fee and strata fee payable to the operator of Heaton Place is the responsibility of the tenant.

Eligibility Criteria

Applicants must meet ALL of the following criteria to be eligible to enter into a rental agreement with the City:

1. AGE: All renters in a unit must be at least 65 years of age. However, under special circumstances, renters between the ages of 55 and 65 may be considered.
2. RESIDENCY: Proof of current residency within the boundaries of the City of Armstrong or the Township of Spallumcheen for at least 12 consecutive months (or) proof of prior residency within the boundaries of the City of Armstrong or the Township of Spallumcheen for at least 12 consecutive months at some point in the past if the applicant had to move away from the community for purposes of special needs and wishes to come home to the community now that a facility exists that meets their needs.
3. INCOME: Applicants must prove that their annual income is sufficiently high to afford both the rent and the Lifestyle Service Fee while at the same time be sufficiently low to justify subsidization. Annual rent plus the annual Lifestyle Service Fees must be between 60% and 80% of total household income as reported on Line 260 of the applicants' prior year income tax return(s) in order to qualify as a renter of a City-owned suite. This range is based on the fact that the majority of living expenses at Heaton Place are comprised of the rent and Lifestyle Service Fees. Applicants must also sign a declaration that while their income may be within the eligibility threshold, they are not able to purchase a strata unit at Heaton Place for whatever reason.

Applicant Screening

The City will engage a local non-profit organization with experience in housing assistance to review, screen and interview applicants on a fee-for-service basis.

Rental Management

The City will engage a qualified strata/rental management firm to do the following:

- Manage all tenancy records, damage deposits and agreements
- Review eligibility each year
- Collect and remit monthly rent
- Oversee maintenance
- Produce monthly and annual financial reports

Accounting

The City's Chief Financial Officer will separately account for all revenues and expenses for the six strata units within the General Revenue Fund. Any net operating revenues for this function will, at year end, be transferred to the Attainable Housing Reserve Fund. Any net operating deficits for this function will be funded by a transfer from the Attainable Housing Reserve Fund. If there are insufficient funds in the Attainable Housing Reserve Fund for rectifying a deficit, a Council Resolution is required prior to subsidization from General Revenue.



CITY OF ARMSTRONG

**APPLICATION FORM:
RENTAL OF CITY'S HEATON PLACE RESIDENCES**

APPLICANT INFORMATION (please print):

First Name:

Last Name:

Current Address:

Mailing Address (if different than above):

Home Phone:

Cell Phone:

Email address:

ELIGIBILITY CRITERIA:

1. AGE:

(Renters should be over 65 years of age. Special consideration may be given to those between the ages of 55 to 65 years of age.)

I am over 65 years of age:

Yes No Age: _____ years

Date of Birth: ____ / _____ / _____
Day Month Year

2. RESIDENCY:

Provide evidence of current residency within the boundaries of the City of Armstrong or Township of Spallumcheen for at least 12 consecutive months or proof of prior residency at some point in the past if the applicant had to move from the community for purposes of special needs and wishes to come home to the community now that a facility exists to that meets their needs.

I am currently a resident of Armstrong or Spallumcheen and attach a copy of the following to show proof of residency:

Utility Bill

Property Tax Notice

Driver's License

Other: _____

I am NOT currently a resident of Armstrong or Spallumcheen but I wish to move back to the community after an absence. Please provide an explanation below.

3. INCOME/FINANCIAL SUITABILITY:

Applicants must prove that their annual income is sufficiently high to afford both the rent and the Lifestyle Service Fee while at the same time be sufficiently low to justify subsidization.

Annual rent, plus the annual Lifestyle Fees, must be between 60% and 80% of total household income as reported on Line 260 of the applicant's prior year income tax return(s) in order to qualify as a renter of a City-owned suite.

This range is based on the fact that the majority of living expenses at Heaton Place are comprised of the rent and Lifestyle Service fees. Applicants must also sign a declaration that while their income may be within the eligibility threshold, they are not able to purchase a strata unit at Heaton Place for whatever reason.

Rent: \$700 per month, plus Lifestyle Fee of \$1560 per month, until December 31, 2012. Effective January 1 of each subsequent year, the rent shall be increased by the average monthly Consumer Price Index in BC.

Please attach a copy of last year's tax return.

A family member or other person (guarantor) is assisting me financially to meet the income eligibility threshold.

Name of Guarantor: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Signature of Guarantor: _____

4. HEALTH AND WELL-BEING:

Please provide the name and contact information of your family physician and one additional reference who can speak to your health and general well-being.

Physician Name: _____

Address: _____

Phone: _____

Additional Reference: _____

Address: _____

Phone: _____

Signature of Applicant:

Date of Application:

Return this completed form and the required attachments, in an envelope, in confidence, marked "Heaton Place Application" to:

Administrator, City of Armstrong, PO Box 40, 3570 Bridge Street, Armstrong, BC V0E 1B0

The City of Armstrong confirms that the information collected in this application form is protected and will be used only for the purposes of determining eligibility of residency for the City of Armstrong Heaton Place residences as per City of Armstrong Policy #2-200-22 (Heaton Place Rental Policy).