

Housing Committee.

II. TENANT SELECTION:

All Band members who do not own their own residence are eligible for housing. The housing application list shall be reviewed by the Committee when a rental unit becomes available and the following criteria will be applied in determining who will be selected for an available housing unit (existing units,) or a housing allocation (newly built houses).

Applications for an *existing Social Housing unit* may be submitted to the Housing Department at any time. Applications for a new Housing allocation may be submitted at any time for the following fiscal year. Applicants for Housing are required to fill out an application identifying, but not limited to the following criteria:

- A. Single parent family homes for Splatsin Band Members with limited incomes are given priority;
- B. conditions of current home (*overcrowded more than 2 people/bedroom*);
- C. Availability of water and power utilities at selected house sites (*condemned/house uninhabitable - not due to neglect*);
- D. Accessibility of the selected house;
- E. Income verification; rental arrears
- F. Referrals from prior landlords.

The Housing Department will provide to the *Committee* successful applicants and reasons for approval. *It is the responsibility of the Committee to make the selection.* Applicants will be advised of the selection results within 2 weeks of the Committee selection meeting. All applicants on and off the reserve will remain on the list for consideration for one year or unless circumstances have changed. Changes to the selection of applicants will only take place under the following circumstances:

- A. the applicant has separated from or divorced his or her spouse without possibility to reconciliation;
- B. the applicant does not have the custody of the child/children;
- C. If the applicant(s) withdraws his or her application.

A successful applicant must sign a Rental Tenancy Agreement within 7 days of being advised that his/her application was selected. Failure to sign a Rental Tenancy Agreement within 7 days will result in the next person in the selection process receiving the rental unit.

An applicant withdrawing his or her application must do so in writing or by filling out a "Relinquish Form" to be provided to the Housing Department, within two weeks of being advised that his/her application was accepted. Units that are suitable for a family will not be assigned or allocated to a single person;

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- A. The first priority shall be given to Splatsin families with children, including foster parents, with consideration being given to the number of children in the family, their existing situation (*whether or not they presently have adequate housing*) and their financial situation (*whether or not they have the means to access adequate housing*);

- B. The second priority shall be to ensure that Elders (without current homes) and disabled person(s) are provided with housing appropriate to their needs, but in no circumstance shall a single Elder be allotted a family unit;
- C. The third priority will be couples/single people;

Applicants selected by the above process shall be required to sign a declaration, relinquish form, stating that they shall relinquish their allocation immediately in the event that their circumstances change and they no longer meet the criteria described above, *i.e. a family change resulting in dependants living elsewhere. In no circumstances may a unit intended for a family to be occupied by a single person.*

III. PAYMENT OF RENT

PLEASE NOTE: CMHC holds mortgages on all social housing units. The amount of rent must be determined in accordance with CMHC requirements. To ensure fairness to all Band Members, these provisions will apply to all social housing and band owned units, whether or not there is a mortgage on that particular unit. The following rules and procedures will apply:

- A. All tenants must inform the Housing Department immediately of changes in their employment or family status; See Note (A), on page 8.
- B. **SOCIAL ASSISTANCE SHELTER ALLOWANCE:**
For tenants on social assistance the rent shall be collected through an inter-departmental transfer - from Social Development to Social Housing - of the shelter portion of Social Assistance funds;
- C. **PAYROLL DEDUCTIONS:**
For tenants employed by Splatsin, *Quilakwa Investments*, *Super Save*, the tenant will provide a Pre-authorized Payroll Deduction Form.

- D. EDUCATION LIVING ALLOWANCE** Tenants who are students either receiving Post Secondary Funding or Trades and Training Funding through the Splatsin will use automatic deductions as a method of payment. In order to initiate this payment, the student is required to complete a Post Secondary Authorization Form or a Trades and Training Authorization Form. Monies deducted from Education Direct Deposit Transfers as per Authorization Form will be posted to each tenants account on a monthly basis.
- E. ASSIGNMENT OF CONTRACT MONIES** or tenants who contract with the Splatsin on a regular or ongoing basis, will assign an amount of the contract monies sufficient to cover rent due monthly. To initiate this payment, a Contract Deduction Authorization Form must be completed and forwarded to the Housing Department. Monies are deducted from the contract proceeds as specified in the authorization form and posted to the individual tenant accounts on a monthly basis.
- F. ASSIGNMENT OF LEASE MONIES**
- (i) A tenant who is a locatee with a registered land lease through Land Department, is encouraged to and has the option to, assign an amount of lease monies sufficient to cover rent due monthly. To initiate this payment, a Lease Monies Deduction Authorization Form must be completed and forwarded to the *Housing Department*. Monies are deducted from the contract proceeds as specified in the authorization form and posted to the individual tenant CMHC accounts on a monthly basis.
 - (ii) The locatee will be responsible to bring in a signed letter from the leasee stating the dollar amount of the lease with their phone number, address and