



Mole Hill Community Housing Society Application Form

Instruction: Once you have completed the Application Form, please sign it and either fax or mail it as directed on Page 3. Thank you.

Mole Hill Community Housing Society (MHCHS) is a non-profit organization that primarily provides affordable housing for low to middle-income singles, families, and seniors. Mole Hill is made up of 28 heritage homes and 170 units in the west end of Vancouver, behind St Paul's Hospital. Our housing is comprised of bachelor, one, two and three bedroom units.

Some aspects about Mole Hill that you should be aware of are:

- ✓ ***The houses have limited soundproofing and noise can be an issue***
- ✓ ***Some suites are very small***

There are two types of housing at Mole Hill: Market and Subsidized.

Market Units

The rents for market units vary according to square footage and other variables.

Market rent units are subject to maximum allowable household income limits. An applicant's gross household monthly income can not be greater than five times the rent amount.

Subsidized Units

Where the market rent is greater than 30% of the applicant's gross household monthly income an application for income tested assistance may be made. Eligibility for a subsidized rent amount is dependent upon available funding from BC Housing. **Please note: Due to the high demand for subsidized units our waitlist may be closed from time to time.**

All Units

All residents must have their household incomes and assets verified at move in regardless of whether subsidy is being requested. Mole Hill uses BC Housing

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processes and forms for calculating rent amounts. Documentation of income amounts and sources is required.

Occupancy Standards:

The living units at Mole Hill are assigned in accordance with our BC Housing Operating Agreement and the Homes BC Program.

- ✓ No more than one person in a studio unit.
- ✓ No more than two and no fewer than one person per bedroom.
- ✓ Couples and spouses share a bedroom.
- ✓ Parents do not share a bedroom with their children.
- ✓ Dependents aged 18 or older do not share a bedroom.
- ✓ Dependents aged five and older of the opposite gender do not share a bedroom.
- ✓ Two children of the same gender under 18, or two children of the opposite gender under age five, may share a bedroom although they are not required. Decisions are based on whether the room is adequate to accommodate two people.
- ✓ Because individual needs and housing requirements may vary due to mobility issues, every effort is made to match the best living arrangements on an individual needs basis.

The application process

The demand for subsidized housing is great so there is no guarantee that MHCHS will be able to house all applicants. Due to the many variables involved we can only give a rough estimate of how long an applicant may be on the waitlist. We currently estimate an average wait of one to two years.

If you would like to add your name to the waitlist, please complete this Application Form and return it by mail (see address below) or fax it to our office at 604-687-1344. Please be aware that we are unable to accept incomplete applications. If for some reason you cannot answer one of the questions, please indicate that on the form.

We do not notify you regarding receipt of your application. To keep your file active, you must maintain contact with our head office at 604-687-1145 at least once every six months, or sooner if your contact information changes. After six months, if we have not heard from you, we will delete your name from the waitlist.

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Selecting Tenants

When your name reaches the top of the waitlist we will contact you about coming to Mole Hill for an interview. These are conducted by a Resident Selection Committee which is made up of current tenants and staff. The interview process is a chance for both parties to meet each other and determine whether Mole Hill would be suitable for them. At that time we also need to review your income and check references from employers or past landlords.

If you are selected and your references check out, we will then show you the available unit(s). You can refuse up to three units but after that your application will be removed from the waitlist. Once your housing choice is secured, internal moves are generally not allowed.

Please visit our website at www.mole-hill.ca to learn more about Mole Hill.

Our mailing address is 1169 Pendrell Street Vancouver B.C. V6E 1L3

Our fax number is 604-687-1344

**Thank you for your application.
If you have any questions, please call 604-687-1145.**