

For Office Use Only:

Date Received: _____

Staff inputted and date: _____



2025 Co:Here Housing Application

Applicant Name: _____

Preferred Name (if different than above): _____

Preferred pronouns (check one): *she/her* *he/him* *they/them*

Contact Information (please also check the best way to contact you):

Phone: _____ Email: _____

Other: _____

Check the unit type you are applying for (choose one only):

✓	Unit Type*	Unit Size	Maximum Rents** (90% of market rate)
☐	Studio (16 units)	327 - 355 sq ft	\$1177***
☐	Studio - Wheelchair accessible (2 units)	368 sq ft	\$1177***
☐	1 bedroom (4 units)	540 - 585 sq ft	\$1944***
☐	2 bedroom (4 units)	708 - 818 sq ft	\$2811 - \$2979***

* Occupancy is based on the Canadian National Occupancy Standard.

** Rents are based on applicants' income (typically up to 30% of income) and may vary given circumstances.

*** Not included: storage locker (mandatory) \$10/month; bike parking \$10/month.

*Completed applications will be added to the existing waitpool.
Applicants only need to apply once, but must renew their interest annually
in September or October to remain in the waitpool.*

Applications are only received from Sept 19 - Nov 20, 2025Visit our website at www.salsburycs.ca to learn more about us.

Application Checklist for Co:Here

The following checklist outlines all the documents required to apply for the Co:Here Community.

Section A: Confirmation of Eligibility

Carefully review the eligibility criteria to ensure you meet the requirements to live in the Co:Here Community.

- ☐ Sign and date the Confirmation of Eligibility form.

Section B: Statement of Intent

- ☐ Submit a Statement of Intent explaining why you would like to live at Co:Here.

Section C: Application Form

- ☐ Complete the application form. Ensure the form is signed and dated.

Section D: Income & Rent Declaration Form

- ☐ Fill out the Income & Rent Declaration Form completely. **Note: Verifying documentation (i.e. proof of income) IS NOT required at this stage.**
However, if selected, all tenants must provide detailed financial information.

Section E: Signed Statement of Agreement

- ☐ Sign and date the Statement of Agreement Form.

Submission Instructions

You may submit your completed application package by:

- Email admin@salsburycs.ca with subject line “2025 tenant application”.
- Mail to this address:
 - **Salsbury Community Society**
 - **#107-1723 Victoria Drive, Vancouver, BC V5N 4J9**
- In-person at CoHere (must call/email ahead to confirm drop-off time).

Section A

Confirmation of Your Eligibility

*This form must be signed by all applicants 19 years or older.

Salsbury Community Society provides affordable housing that offers more than just a home, but the opportunity to belong to a supportive community. Tenants are invited to share in a mutually transformative and nurturing environment rooted in the values of welcome, belonging, solidarity, stewardship and grace.

We currently operate one building, the Co:Here Building. To ensure eligibility for the Co:here community, please carefully review the criteria below and provide your signature to confirm your understanding and agreement.

I/We confirm that we meet the following eligibility criteria:

**Please note that those who do not meet eligibility criteria will not be considered.*

- Must agree to uphold and embody the Co:Here Building Values (as outlined in the attached document).
- Must agree to provide Salsbury Community Society (SCS) with personal information including current financial information, household details, references, and a letter of intent.
- Must be able to demonstrate a connection to the Grandview-Woodlands neighbourhood, which can be either a physical connection (e.g. living, working, or studying in the area, or a relational connection (e.g. strong personal ties to people or community organization in the neighbourhood).
- Residents at Co:Here must be able to live independently and make their own health-related decisions without staff support. While Co:Here is part of a supportive community, it is not classified as “supportive housing” and does not offer care services.

Printed Name

Signature

Date

Printed Name

Signature

Date

The Co:Here Building Values

The goal of the Co:Here Community is to provide a community living opportunity by offering affordable housing for people from a range of backgrounds as a way to foster a community of healthy relationships and human flourishing.

Value Statement

Together we:

- Extend **welcome** in a diverse community
- Live in **solidarity** with one another
- Create a place of **belonging**
- **Steward** the building, common spaces, and garden
- Are held in **grace**; hold others in grace

Values Explanation



Welcome: With an open heart, we embrace our differences, intentionally creating spaces where all of us can contribute and learn from one another.



Solidarity: We companion one another, nudging each other toward greater trust and openness. With open eyes, we see and celebrate the good in each other.



Belonging: We cultivate community life in which every person feels important and accepted, and can grow in their own gifts.



Stewardship: We give thoughtful care to our buildings, our spaces, and each other, honouring the fragility and resilience of one another and our environment.



Grace: We offer one another forgiveness knowing that we sometimes love poorly, acts of restoration knowing that we are all in this together, and laughter knowing that it is the best medicine.

Section B

Your Statement of Intent

Purpose of the Letter

This letter is your opportunity to tell us why you want to be a part of the Co:Here community and how you envision participating in it.

Who Should Write the Letter?

You, the applicant, should write the letter. If writing is difficult for you, we encourage you to ask a friend or a support worker for assistance. We want to ensure this section does not prevent anyone from applying to Co:Here.

Length of the Letter

Please limit your letter to no more than 1 page (single-spaced) or 2 pages (double-spaced).

What Should Be Included in the Letter?

- Why do you want to be part of the Co:Here community?
- What makes a great neighbour?
- Choose one of the Co:Here Values (welcome, solidarity, belonging, stewardship and grace) and explain its importance to you. You can reflect on:
 - Extending welcome in a diverse community
 - Living in solidarity with one another
 - Creating a place of belonging
 - Stewarding the building, common spaces, and garden
 - Being held in grace and holding others in grace
- What are you looking forward to about living in the Co:Here community, if selected?
- Tell us anything else you'd like us to know about you.

How to Submit the Letter

Please include your Statement of Intent with your Application Package. You may write it on the blank page provided (below) or attach it separately.

Letter of Intent

Please write your Statement of Intent below or attach a separate page. Limit your letter to no more than 1 page (single spaced) or 2 pages (double spaced).

[illegible]

Section C

Tenancy Application Form

Part 1: Personal Information

1) Birth date (dd/mm/yyyy):
2) Address:
City: Province:
Postal Code:

Part 2: Household Information

3) List all other household members who will be living with you at Co:Here				
Last Name	First Name	Relationship to applicant	Birthdate dd/mm/yy	Age
4) Do all the people you listed live with you full time? Yes No If no, please provide the following information for all persons not living with you full-time:				
Name	# days/week	Shared Custody	Notes	

5) Do you expect the number of people living with you to change in the next 12 months? (e.g. pregnancy, marriage, family joining, child in care) Yes No
If yes, please explain:

Part 3: Current Accommodation and History

6) Do you (check one) Rent Own Other: _____												
7) My rent/housing cost is \$												
8) My current living situation: (check one)												
House/Townhouse Apartment/Suite Motel/Hotel Homeless Transition house Room and board Living with family or friends Emergency shelter Treatment centre Other: _____												
9) How long have you been in this living situation?												
10) Have you received a legal Notice to End Tenancy? Yes No												
If yes, what is the date your living situation will end?												
11) If you are not under notice to move, explain why you need/want to move.												
12) Please give information on where you have lived for the past five years below. <i>Please note that SCS may contact landlords for reference purposes.</i>												
<table border="1"> <thead> <tr> <th>Address (street, city)</th> <th>From Date mm/yyyy</th> <th>To Date mm/yyyy</th> <th>Landlord's name</th> <th>Contact information</th> <th>Reason for leaving</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Address (street, city)	From Date mm/yyyy	To Date mm/yyyy	Landlord's name	Contact information	Reason for leaving						
Address (street, city)	From Date mm/yyyy	To Date mm/yyyy	Landlord's name	Contact information	Reason for leaving							

Part 4: Health & Mobility Information

Please note: To foster a culture of neighbourliness, we typically ask applicants with a history of substance abuse to have a **minimum of 3-years of sobriety**.

13) Do you or any members of your household have a health condition that is relevant to your housing situation? Yes No If yes, please fill out this section:	
Name of household member	Name & explain accommodations required
14) Do you require wheelchair accessible housing? Yes No	
Describe any special requirements or features that you may need in your housing related to your mobility or health condition:	
15) Do you or any member of your household have a mental health diagnosis? Yes No	
If yes, please provide us with any information you are comfortable sharing.	

16) Are you or a household member receiving treatment or support for this diagnosis? Yes No	
If yes, please tell us about the support you are receiving.	
17) Do you or any member of your household have a history of substance abuse? Yes No	
If yes, please tell us about your history and what has been helpful in your sobriety.	
18) Do you or any member of your household currently use any illegal substances? Yes No	
If yes, please tell us about which substances and how often.	
19) Do you or any member of your household currently smoke or vape? (Co:Here is a smoke-free environment). Yes No	

Part 5: Animals (please note we are a 1-pet-per-household building)

20) Do you have any pets? Yes No					
Type	How many	Breed	Age	Date of last inoculations	Willing to give up? (check one)
Dog					Yes No All but one
Cat					Yes No All but one
Other					Yes No All but one
21) Do you have a Service animal? Yes* No <i>* If yes, please attach certification documentation</i>					

Part 6: Criminal Record

22) Have you or anyone in your household been convicted of a crime? Yes No
If yes, please give the nature of the crime:

Part 7: Connection to Grandview-Woodlands Neighbourhood

23) As part of our eligibility criteria, we ask applicants to demonstrate a connection to the Grandview-Woodlands neighbourhood. Please describe your connection below, which may be either:

- **physical** (e.g. living, working, or studying in the area), or
- **relational** (e.g. strong personal ties to people, organizations, or community groups in the neighbourhood).

If applicable, provide details about how long you've been connected to the neighbourhood and in what capacity.

[illegible]

Part 8: References

24) We are interested in how you heard about tenancy opportunities at Co:Here. Identify any individual(s) or agencies that suggested you apply. They may be asked (at a later date) to provide a written reference.

Name	Society/Agency/Relationship	Phone number
1)		
2)		
3)		

Section D

Your Income Declaration Form

If invited to the Co:Here building, proof of financials will be required at that time in order to set rent levels. (i.e. Notice of Assessment, recent pay stubs, Income Assistance letter from the Ministry, etc)

Salsbury Community Society is committed to offering stable, affordable housing to those who call Co:Here home while operating a model which ensures that tenants do not pay more than 30% of their total gross (before tax) income. Salsbury is able to offer this level of affordability because of the mixed income ratio of tenants; 25% of our units go to Income Assistance and 75% go to mixed incomes, ranging from \$24,000 to over \$100,000/year. In the imbalance of this world's economy, people differ greatly in their financial resources often through no fault or merit of their own. Salsbury's approach offers tenants access to affordable rents with an invitation to participate and engage in community-life.

Part 1: Declaration of Income

***Before filling this section, see the list of INCLUDED & EXEMPTED INCOME SOURCES provided on the next page. List below the names and monthly gross income of all persons who are part of this application.**

Name	Relationship to Tenant	Source(s) of Income	Current Monthly Gross Income
			\$
Total Monthly Gross Income			\$

*INCLUDED & EXEMPTED INCOME SOURCE LIST

INCLUDED INCOME without limitation (please INCLUDE this kind of income in Part 2)		EXEMPTED INCOME (please DO NOT include this kind of income in Part 2)	
INCLUDE		DON'T INCLUDE	
Employment earnings (including commissions and tips)	All income from public and private pensions plans	Child Tax Benefit	Capital Gains such as insurance settlements, inheritances, disability awards and sale of effects in the last year
Old Age Security (OAS) and Guaranteed Income Supplement (GIS)	BC Employment and Assistance or the Employment and Assistance for Persons with Disability Acts ("income assistance")	The earnings of a person aged 18 or under	Student loans, student loan equalization payments and student grants
Disabled Veteran's Allowance	Alimony	Income of full-time students aged 19 or over from temporary jobs between school years or semesters to a maximum of 4 months per calendar year	Living out or travelling allowances
Child Support	Wage loss through WorkSafe BC	Shelter Aid for Elderly Renters (SAFER) or Rental Assistance Program payments	Goods and Services Tax (GST) rebates
Employment Insurance	Imputed income from assets such as personal property held as an investment. Lump sum or one-time receipts (e.g., lottery winnings, inheritances)	Taxable benefits	Government provided daycare allowances
		Payments for foster children	Child in Home of Relative income under income assistance
		*Employment allowance	

Part 2: Subsidy and Financial Picture

For rent setting purposes, what other personal financial information would you like to tell us, or is there anything this Income and Rent Declaration Form cannot explain regarding your finances?

If so, tell us more about your personal financial picture in the space below.

If selected, this information will be taken into consideration in order to ensure rent affordability. For example: Do you have substantial medical expenses or a family situation that affects your finances? Do you anticipate your financial situation to significantly change soon? Will your employment be changing in the near future?

[illegible]

Section E

Your Statement of Agreement

*Must be signed by all applicants 19 years or older.

I/We declare that

- All the information provided is correct and complete to the best of my/our knowledge. Incomplete applications will not be considered.
Salsbury Community Society respects and upholds an individual's right to privacy. The information contained in this application will be maintained as a confidential and secure record.

I/We authorize

- Salsbury Community Society (SCS) to make any inquiries that are necessary to verify the information given in this application.
- A third party (e.g. social agency, landlord) to release information, if necessary, for the purposes of application review.
- In the future, the Ministry of Social Development to release information to SCS regarding my/our income.

I/We understand that

- This application is not an agreement on the part of SCS or its members to provide me/us with housing.
- If I/we am/are being considered for an available unit, SCS will gather additional information (i.e. conduct an in-person interview) in order to assess my/our ability to uphold the obligations of a tenancy agreement. Further, it is my/our responsibility to provide information requested to assist with SCS's tenant selection.
- All information provided will be kept confidential and secure, according to the BC Privacy of Personal Information Act.
- All information provided becomes the property of the Salsbury Community Society
- It is my/our responsibility to inform SCS of any changes to the information given in this application and to provide any supporting materials required.
- False information given by me/us may result in my/our application being cancelled from consideration.
- If I/we have deliberately worsened my/our current housing situation (e.g. terminated a tenancy for no reason) that my/our application may not be accepted or my/our current living situation may not be taken into consideration.

I/We agree that

- If I/we are selected for the building, I/we will not facilitate or participate in any criminal activity that threatens the health safety or welfare of other residents, staff or persons on the property or premises, or the Salsbury Community Society (in accordance with the Tenancy Agreement, Crime Free Addendum, and Participation Addendum).

Printed Name

Signature

Date

Printed Name

Signature

Date