

*Working document only. Findings should be added to the GA history comments.
Not intended for use as a file document.*

Purpose of the BC Assessment Review

BC Assessment keeps records of all real property in British Columbia. This information will include:




- Property owner’s name and address.
- Number of owners.
- Property address.
- Legal description of property (land use ie. Farm, Commercial, Residential)
- Current and previous years assessed value.
- Sales history
- Document numbers from previous sales.

This will be useful for identifying:

- Legal property owner(s) and their address(Es)
- Undeclared/joint ownership
- When property was bought/sold and for how much
- Sales history of a property

Section A – Is there any ownership in Property?

Applicants and recipients (including those without residency status) are expected to use their assets for personal independence purposes if the value of the assets exceeds specified exemption levels. Assets Include: equity in property

<p>1. Is there any property listed to the applicant currently as per BC Assessment records?</p>	<p>Yes -> Continue to next Question</p> <p>No -> </p>
<p>2. If the applicant owns property, is the applicant applying for assistance using the same address listed on BC Assessment?</p>	<p>Yes. -> If there is only one property listed, and the applicant is residing in the residence, the family unit’s place of residence is an exempted asset. </p> <p>If there is more than one property, continue to 3.</p> <p>No -> a). Why are the addresses different? b) What is the Property Address vs. Mailing address? c) If the applicant is not able to live in the primary residence find detailed explanation. d) Is further verification required? Yes -> (Request documentation or recommend referral to IO)</p> <p>No -> </p>

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3a. How many properties are listed in the applicant's name?	List properties
3b. What are the property addresses?	Continue to Section B.

Section B – Is there any Equity?

Equity is defined as the value of an asset over and above the indebtedness against it.

4. Is anyone else listed as a co-owner of the property/properties?	<p>Yes-></p> <p>No -></p>		
5. Who is listed as joint owner(s)?	<p>Joint Owner:</p> <p>Any additional Joint Owners:</p>		
6. What is the applicant's relationship/s with the co-owner?	<p>Relationship:</p> <p>Any indication of dependency?</p>		
7. How much equity does the Applicant have in the property/ies?	Current Value of home/s	Mortgages	Equity
8. What documentation has the Applicant provided to verify equity in the home?			
9. Is the equity in the property below the applicant's allowable asset level?	<p>Yes -> If no other eligibility issues, issue assistance. Clearly noting on file current equity in property. BF file for review.</p> <p>No -></p> <p>Options:</p> <ul style="list-style-type: none"> • Applicant to access asset. Denied further ongoing assistance • If the property is jointly owned, and the client advises that they cannot sell the property because the co-owner is unwilling, proceed to Section C for further assessment • If the client indicates that they are unable to sell the property, proceed to Section D for further assessment • May also review eligibility for hardship assistance (repayable to the Ministry), if no other eligibility issues exist. 		

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Section C – Is there joint ownership?

When the EAW is able to determine that the asset of joint ownership cannot be disposed of because the other owner(s) will not co-operate, the DS may deem the item not an available asset. This decision is valid for a six-month period and may be extended for a maximum of two years.

<p>10. Is the joint owner is unwilling to sell the property?</p>	<p>Yes (joint owner is unwilling)</p> <ul style="list-style-type: none"> • What are the circumstances? <p>No (joint owner is willing)</p> <ul style="list-style-type: none"> • Applicant to access asset and is denied further ongoing assistance • If the client indicates that they are unable to sell the property, proceed to Section D for further assessment • May also review eligibility for hardship assistance (repayable to the ministry), if no other eligibility issues exist.
<p>11. Has the property been previously exempted as an unavailable joint asset?</p>	<p>Yes (How many months remaining?)</p> <ul style="list-style-type: none"> • If still eligible, get DS approval to exempt jointly owned home as an unavailable joint asset • Clearly note on file, how many months of exemption have been requested/approved and months remaining <p>No</p> <ul style="list-style-type: none"> • Get DS approval to exempt jointly owned home as an unavailable joint asset • Clearly note on file, how many months of exemption have been requested/approved and months remaining

Section D – Is there ability to sell the asset?

All assets have an intrinsic monetary value, therefore, the term convert refers to the "ability" to sell the asset. This decision as to whether the asset is convertible is subjective and is the responsibility of the caseworker to decide based on information provided by the applicant/recipient.

In all circumstances the onus rests with the applicant/recipient to provide reasonable documented evidence that the asset could not be sold.

<p>12. What has the applicant done to sell the property?</p>	<p>Efforts to sell:</p> <p>Why have the efforts been unsuccessful to date?</p>
<p>13. What documentation has the applicant provided to establish that all efforts have been made and are being made to liquidate the asset?</p>	<p>Documentation:</p>

Is there enough information to determine eligibility?

<p>14. Do you have sufficient information/documentation to verify eligibility for assistance?</p>	<p>No (suggested referral to IO)</p>
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