

(For Office Use Only) Case Number	(For Office Use Only) Service Request Number
-----------------------------------	--

Shelter information is collected from the renter to determine the Shelter Allowance. The shelter information may be provided by the renter by submitting a tenancy agreement, this Shelter Information form (HR3037), or a rent receipt. Rent receipts should include the date, rental amount, and full address. All information provided to the ministry may be verified. Do not use this form for admittance to a Special Care Facility. **Shelter documents can be submitted through My Self Serve, in-person at an office, office drop box, or by mail. Please call 1-866-866-0800 for our address.**

Please note that this Shelter Information form (HR3037) **cannot** be used as a Residential Tenancy Agreement.

1. Personal Information

Your First Name	Your Middle Name	Your Last Name	Birthdate (YYYY-MM-DD)
-----------------	------------------	----------------	------------------------

2. Rental Start Date & Address

Rental Start Date (YYYY-MM-DD)	Unit #	Street Address	
City	Postal Code	Your Phone Number	Preferred method of contact
Mailing Address (if different from street address)			<input type="checkbox"/> Phone <input type="checkbox"/> My Self Serve

3. Type of Shelter Allowance (see reverse for definition)

Rental Unit (With or without roommates) <input type="checkbox"/>	Room & Board (Meals are included) <input type="checkbox"/>	Your Monthly Rent or Shelter Amount \$	If you own your residence you do not need to submit this form. Please provide your mortgage, insurance and/or property tax documentation to the Ministry to confirm your Shelter Amount.
Other Shelter Costs		All other rental situations not previously defined. Examples may include camp sites, recreation vehicles (RV), pad rental, parking rental, moorage, or home share providers. Please tell us about your Other Shelter Costs using the space on the left.	
Are utilities included in your monthly rent or shelter amount? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, what is your monthly share of utilities? If you share the cost of utilities, \$	
Please provide copies of your utility bills (BC Hydro, Fortis BC, or other). See the back of this document for definitions and more details.			

4. Security Deposit and/or Pet Damage Deposit

Is a Security Deposit and/or Pet Damage Deposit required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your Security Deposit Amount \$	Your Pet Damage Deposit Amount \$
--	------------------------------------	--------------------------------------

5. Landlord Information (Landlord, Property Manager or CLBC Home Share Provider)

Full legal name of your Landlord, Property Manager or CLBC Home Share Provider	Street Address of your Landlord, Property Manager or CLBC Home Share Provider		
Unit #	City	Postal Code	Phone Number
Would you like your rent paid directly to your landlord? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you would like your rent paid directly to your landlord, the Ministry may contact your landlord to arrange direct payments. Please ensure the phone number provided is accurate and your landlord is aware that we may contact them.	

6. Declaration

The personal information requested on this form is collected and used by the Ministry of Social Development and Poverty Reduction pursuant to sections 26(C) and 32(b) of the *Freedom of Information and Protection of Privacy Act* for the purpose of administering the *Employment and Assistance Act* and *Employment and Assistance for Persons with Disabilities Act*. If you have any questions about the collection or use of this information, please contact the Ministry of Social Development and Poverty Reduction at 1-866-866-0800.

I declare that all the information that I have provided on this form is true and complete. I understand that the Ministry may verify and obtain information from other governments, public bodies, private agencies, service providers, and individuals. The BC Government may verify and obtain information to confirm my eligibility.

Your Signature

Today's Date

Definitions

Renter	For the purpose of this Shelter Information form (HR3037), the renter is the individual who receives services (Income Assistance, Disability Assistance etc.) from the Ministry. If you are the renter, you should be the one providing shelter information to the Ministry by submitting a tenancy agreement, this Shelter Information form (HR3037), or a rent receipt.
Shelter Allowance	The portion of assistance rates issued for a person's place of residence, (i.e. housing costs, including rent and utilities). Please refer to the Policy and Procedure Manual Shelter Allowance for expenses that can be considered shelter costs.
Rental Unit	You are renting a unit such as an apartment, basement suite, or a separate suite in a house. This can be shared space with your landlord or roommates.
Room and Board	You are renting a unit where you are provided with meals and utilities. The meals and utilities are included in your rent payments. This does not refer to a room in a Special Care Facility. For Special Care Facility Admissions, please have the facility complete and submit an HR3319 Facility/Residence Admittance, Transfer or Discharge form.
Owned Residence	You are the owner of the house, unit, or property that you live in, and you pay mortgage payments, house insurance premiums, property taxes, monthly strata corporation assessment fees, or other shelter costs. If you own your residence, you do not need to submit this Shelter Information form (HR3037). Please provide your mortgage, insurance, and/or property tax documentation to the Ministry to confirm your Shelter Amount.
Landlord or Property Manager	A landlord or property manager is the person you are renting your unit from and pay rent to. This can be the owner of the unit, a company that manages the rental unit, or another person who acts on behalf of the owner. For example, your landlord can be another renter who gathers all the rent and pays it to the owner.
Utilities	Utilities may include fuel for cooking or heating, water, hydro/electricity, garbage disposal, and/or rental of one basic residential single-line telephone. Cellphone plans are not eligible utilities. Please provide copies of your utility bills (BC Hydro, Fortis BC, or Other).
Security Deposit or Pet Damage Deposit	Money that is typically provided to a landlord, property manager, agent or home share provider to secure rental accommodation that may be used to pay for any damages to the property caused by the renter/renter's pet(s).
CLBC Home Share Provider	A CLBC Home Share Provider is a flexible residential option where an adult with a developmental disability shares a home with someone contracted to provide support. Please visit https://www.communitylivingbc.ca for more information or contact us at 1-866-866-0800 if you are not sure if you live with a Home Share Provider.