BC HOUSING

☐ **RGI**   ☐ **MARKET**
DECLARATION OF INCOME AND ASSETS (DIA)

READ AGREEMENT AND INSTRUCTIONS ON REVERSE

PART I Name of tenant(s). Show SURNAME first, in capital letters, then GIVEN NAME and MIDDLE INITIAL

Address of Rental Unit (Home Address)		Postal Code	Home Phone No.
Mailing Address (if different from above)		Postal Code	Business Phone No.

PART II   LIST BELOW EVERYONE RESIDING AT THE ABOVE RENTAL UNIT.
PROOF OF TOTAL MONTHLY INCOME AND ASSETS FOR EACH PERSON WITH INCOME OR ASSETS MUST BE ATTACHED.
(IF ADDITIONAL SPACE NEEDED, ATTACH LIST ON SEPARATE SHEET OF PAPER)

Full Name(s) (Last / first / initial)	Birth Date day / month / year	Relationship To Tenant	Source(s) of Income	Current Gross Monthly Income	BC HOUSING USE ONLY
		TENANT			

PART III AGREEMENT

I/We declare that the information provided in and attached to this Declaration of Income and Assets (DIA) is true, correct and complete in all respects and understand that it is my/our responsibility to ensure that information provided is correct, even if completed with the assistance of others. Mistakes do not negate my/our responsibility to pay the correct rent.

I/We acknowledge and agree that this agreement, including the additional terms outlined on page 2, forms part of and is material to BC Housing's acceptance of this DIA.

I/We understand that:
• By itself this DIA does not constitute a Residential Tenancy Agreement or provide a right to occupy the rental unit, but shall be attached to and amend the Residential Tenancy Agreement for the tenant(s) and rental unit listed above and supersedes any previous DIA forms as of the effective date on this form.

• This DIA is valid until the Expiry Date in Part IV, unless, there is a change in the number people living in the rental unit at which time it is my/our responsibility to notify BC Housing of the change, or BC Housing provides a rent revision due to a rent calculation error, or BC Housing approves a request for rent adjustment.

TOTAL GROSS MONTHLY INCOME	
LESS EMPLOYMENT ALLOWANCE	
NET INCOME **A**	

Current Value of Assets:

STOCKS/BONDS/TERM DEPOSITS	
CASH/BANK BALANCE	
REAL ESTATE HOLDINGS	
OTHER (specify)	
TOTAL VALUE OF ASSETS	
LESS EXEMPTION	$10,000
NET VALUE OF ASSETS	
(___)% OF NET ASSETS DIVIDED BY 12 **B**	
TOTAL MONTHLY INCOME **A + B**	

_____   _____   _____   _____
Signed   date   Signed   date

_____   _____   _____   _____
Signed   date   Signed   date

THIS DIA MUST BE SIGNED BY THE TENANT(S) AND ALL HOUSEHOLD MEMBERS AGED 19 OR OVER.

PART IV NOTICE OF RENT / TENANT RENT CONTRIBUTION
THE FOLLOWING SECTION, TO BE COMPLETED BY BC HOUSING, DOES NOT FORM PART OF THE TENANT(S) DECLARATION

PROPERTY /SEQ. NUMBER	Check one ☐ NEW TENANT (A) ☐ TRANSFER (A) ☐ EXPIRY ☐ OTHER (SPECIFY)_____		Unit Size	Type (circle) S F D Wch.
Proof of Income/Assets Received ☐ YES ☐ NO - Approval to proceed to NET/Charge Market Rent (as applicable):		Applicant File No.	Occupancy Date	

MARKET RENT (if applicable) $	Other Monthly Charges/Rebates (1) _____	DESCRIPTION _____	Pro-Rated Amount for Portion of Month From: (d/m/y) _____
Total Monthly Income $	(2) _____ (3) _____	_____ _____	To: (d/m/y) _____ Amount Due: $_____

_____% of Monthly Income $_____	**+** **or** **-**	Total of Other Charges / Rebates	**=**	17. Rent / Tenant Rent Contribution	Effective Date (d / m / y) Expiry Date (d / m / y)
Calculated / Entered By:	Date:		Revised / Entered by (if applicable):		Date

REN-022 (2016-10-12)

DECLARATION OF INCOME AND ASSETS (DIA)

PART III: AGREEMENT (continued):

This DIA must be signed by the tenant(s) and all occupants aged 19 years or over living at the rental unit.

I/We understand that:

- It is my/our responsibility to promptly provide, or cause to be provided, all information and documentation that is reasonably requested by BC Housing to determine the applicable rent, or for audit purposes. This may include additional documents requested by BC Housing to verify total household income and assets.

- If I/we fail to disclose or misrepresent any information, such failure or misrepresentation may result in BC Housing ending my/our right to occupy the rental unit as per section 49.1 of the Residential Tenancy Act upon providing a minimum of 60 days notice.

- If misrepresentation or failure to disclose information results in an underpayment of rent, I/we will be responsible to repay all moneys representing the difference between what I/we paid as rent as a result of the misrepresentation or failure to disclose information as requested and the amount I/we should have paid in rent under or in connection with the Residential Tenancy Agreement.

- The basis for the calculation of my rent is set out in the Residential Tenancy Agreement. A minimum rent amount is applied by BC Housing based on my household size and the age of all occupants in the rental unit. If I am in receipt of income assistance, the rent will be fixed at an amount determined from time to time by BC Housing based on household size and age of occupants.

- The declaration of income and assets by an occupant who is not listed as a tenant on the Residential Tenancy Agreement is intended only for the purposes of determining my/our eligibility for the subsidized rental unit and the calculation of the rent. The declaration of income and assets, or contribution towards the rent, by an occupant who is not listed as a tenant on the Residential Tenancy Agreement or on an approved List of Additional Tenants and Occupants will not be construed as creating a tenancy between BC Housing and that occupant.

I/We agree and consent to:

- BC Housing verifying all personal information required to enable BC Housing to carry out its rent calculation and audit functions.

- The BC Ministry responsible for the Employment and Assistance Act and the Employment and Assistance for Persons with Disabilities Act disclosing to BC Housing (if applicable), the status of my/our file, household composition and the effective dates of any payments for the purposes of verifying total household income and determining the applicable rent.

- BC Housing auditing the information provided in or with this DIA (and any previous DIA), and understand that non-compliance with the audit process may result in the loss of tenancy and/or recovery of any/all subsidy funds in addition to any other remedies available in law or equity.

- BC Housing collecting from me/us any underpayment of rent resulting from my/our misrepresentation and/or failure to disclose information as requested, and that any money owing pursuant to this DIA, a court order or Arbitrator's Order or otherwise may bear interest at the post judgment court order interest rate.

No failure or delay on the part of BC Housing in exercising any right, power or privilege under this Agreement will operate as a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

INSTRUCTIONS & NEXT STEPS:

1. **Complete DIA**: Please verify that Parts I and Part II are completed in full.

2. **Sign & Date**: Read the Agreement in Part III on pages 1 and 2. The tenant(s) and anyone aged 19 years or over who is living at the rental unit must sign the DIA.

3. **Attach proof of income and assets from all sources**: (Do not send original documents)
   - Proof is required for all sources for the tenant(s) and all occupants age 19 or older
   - For a complete list of income and assets to be included and acceptable proof, please contact your regional office or visit our website at www.bchousing.org.

4. **Return**: Send completed DIA with supporting documents to the Regional Office.

IMPORTANT INFORMATION Please have this translated	重要資料　請找人為你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다　이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

REN-022 (2016-10-12)