

## PRE-ASSESSMENT FORM FOR A RENT BANK LOAN

A few things for you to know:

- We are here to help
- Answer questions to the best of your ability - you don't need to get it "right"
- Plan 15-20 minutes to fill out this form

If you have more questions about this form, please [visit our help page](#).



**1.** Complete the pre-assessment form below



**2.** A case manager will contact you to discuss your application



**3.** If requested, submit bank statements, proof of tenancy & income, and ID



**4.** If approved, sign an agreement

I have read and agree to the [eligibility requirements](#).

I agree to submit the following documents as part of my application:

- 2 pieces of ID, one of which must be photo ID
- 3-6 months of bank statements
- A copy of my tenancy agreement
- A copy of my utility bill (if applicable)

## YOUR CONTACT INFORMATION

Your legal first name: \_\_\_\_\_ Your legal last name: \_\_\_\_\_

Your preferred name (if different than your legal name): \_\_\_\_\_

Date of birth: \_\_\_\_\_ (DD/MM/YYYY)

What are your pronouns? \_\_\_\_\_

*Pronouns may include she/her/hers, he/him/his, they/them/theirs*

### Preferred method of contact

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Email or phone is fine



**Voicemail**

- Please leave me a voicemail about my case
- Please do not leave me a voicemail about my case
- No preference

**Preferred time for communication**

- Weekday mornings
- Weekday afternoons

**Your current residential address**

Street address: \_\_\_\_\_

City/town: \_\_\_\_\_ Province: **BC** Postal code: \_\_\_\_\_

**Living Situation**

- I live alone
- I live with a roommate/roommates
- I live with my family (e.g. children, dependents, partner, spouse, common law partner)

**Marital status**

- Common-law
- Divorced
- Married
- Single
- Widowed
- Other: \_\_\_\_\_

# of adults in the household: \_\_\_\_\_

*Number of people in the household aged 19 and older.*

# of children / dependents in the household: \_\_\_\_\_

*Number of people in the household 18 years and younger.*

**Select your housing type**

- Apartment, house, or shared accommodation – *You rent and receive no subsidies on your rent*
- BC Housing - *You live in BC Housing-operated housing*
- Co-op housing
- Currently not housed
- PAD rent/RV rental - *If you are renting a trailer, mobile, and/or RV rental home*
- Subsidized housing - *You receive subsidies for your rent*
- I don't know
- Other: \_\_\_\_\_

**How many bedrooms are you renting in your housing unit?**

- 1 bedroom or less
- 2 bedrooms
- 3 bedrooms
- 4+ bedrooms

**Residency status**

- Canadian Citizen
- Permanent Resident
- Refugee Claimant
- Temporary Foreign Worker
- Other: \_\_\_\_\_



## YOUR CURRENT HOUSING SITUATION

**Which of the following impacted your ability to pay rent or utilities? (check all that apply)**

- Family/personal crisis  Health crisis  Employment crisis  Landlord issue  Vehicle expense  Personal safety  Other: \_\_\_\_\_

**Are you experiencing violence?**

- Yes  No  Prefer not to answer

**Please describe your current crisis or the reason for your application.**

*Maximum 100 words*

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**Which of the following sources of financial assistance have you pursued to resolve the housing crisis that you are in?**

- Family - **Status of request** (received/waiting/declined): \_\_\_\_\_
- Friends - **Status of request** (received/waiting/declined): \_\_\_\_\_
- Canada Pension Plan (CPP) - **Status of request** (received/waiting/declined): \_\_\_\_\_
- Canada Pension Plan Disability (CPPD) - **Status of request** (received/waiting/declined): \_\_\_\_\_
- Employment Insurance (EI) - **Status of request** (received/waiting/declined): \_\_\_\_\_
- Guaranteed Income Supplement (GIS) - **Status of request** (received/waiting/declined): \_\_\_\_\_
- Income Assistance (IA) - **Status of request** (received/waiting/declined): \_\_\_\_\_
- Old Age Security (OAS) - **Status of request** (received/waiting/declined): \_\_\_\_\_
- Persons with Disabilities (PWD) - **Status of request** (received/waiting/declined): \_\_\_\_\_
- Worker's Compensation Benefits (WCB) - **Status of request** (received/waiting/declined): \_\_\_\_\_
- Social Assistance - **Status of request** (received/waiting/declined): \_\_\_\_\_
- I don't know
- Other: \_\_\_\_\_ - **Status of request** (received/waiting/declined): \_\_\_\_\_

**What kind of assistance are you requesting?**

- Behind in rent**

How much do you owe in unpaid rent? \$ \_\_\_\_\_ .00

Status:



- Already evicted / currently homeless
- Received eviction notice: Verbal  
Date notice received: \_\_\_\_\_
- Received eviction notice: Written – 10 Day Notice to End Tenancy (RTB-30)  
Date notice received and method of delivery: \_\_\_\_\_
- Received eviction notice: Written – One Month Notice to End Tenancy (RTB-33)  
Date notice received and method of delivery: \_\_\_\_\_
- Received eviction notice: Written – Two Month Notice to End Tenancy (RTB-32)  
Date notice received and method of delivery: \_\_\_\_\_
- Received eviction notice: Written – Enforcing an Order of Possession (RTB-103)  
Date notice received and method of delivery: \_\_\_\_\_
- Other: \_\_\_\_\_
- None of these apply

**Cannot make next month's rent**  
How much do you need for next month's rent? \$ \_\_\_\_\_ .00

**Need first month's rent**  
How much do you need for first month's rent? \$ \_\_\_\_\_ .00

**Gas/hydro (utilities)**  
How much do you owe for gas? \$ \_\_\_\_\_ .00  
Name of utility provider: \_\_\_\_\_

How much do you owe for hydro? \$ \_\_\_\_\_ .00  
Name of utility provider: \_\_\_\_\_

Status:  
 Utilities already disconnected – **Disconnection date and format of notice:** \_\_\_\_\_  
 Received utilities disconnection notice  
**How was this disconnection notice provided?:** \_\_\_\_\_  
 None of these apply

**Damage/security deposit**  
How much do you need for damage/security deposit? \$ \_\_\_\_\_ .00

**Pet deposit**  
How much do you need for pet deposit? \$ \_\_\_\_\_ .00

**The total amount of assistance you are requesting:**  
\$ \_\_\_\_\_ .00



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## YOUR FINANCES

### Income

Number of people in the household contributing to total monthly income (take home pay): \_\_\_\_\_

Total monthly income (take home pay) of all people in household that contribute to paying monthly household expenses: \$ \_\_\_\_\_ .00

### Please select all of the income sources that you are accessing:

*Select all that apply*

- Casual employment
- Employed full-time
- Employed part-time
- Self-employed
- Child support / alimony
- Child tax benefits
- Canada Pension Plan Disability
- Employment Insurance (EI)
- Regular Income Assistance (IA)
- Canada Pension Plan (CPP) / Old Age Security (OAS)/ Guaranteed Income Supplement (GIS)
- Persons with Disability (PWD)
- Persons with Persistent Multiple Barriers (PPMB)
- Private / work disability pension
- Private / work retirement pension
- Tax credits
- Worker's Compensation Benefits (WCB)
- I don't know
- Other: \_\_\_\_\_

### Do you receive any rental subsidies? (ex. SAFER, RAP, HPP, etc.)

Yes  No  I don't know

If yes, who provides your rental subsidy? \_\_\_\_\_

### Expenses

Your monthly rent: \$ \_\_\_\_\_ .00

Your monthly gas, hydro, and/or water costs: \$ \_\_\_\_\_ .00

Total monthly expenses: \$ \_\_\_\_\_ .00

If you are moving, please provide your monthly costs at your **NEW location**.

### Debts



- I/we have personal debts – Total personal debt: \$\_\_\_\_\_ **.00**
- I/we have credit card debt – Total credit card debt: \$\_\_\_\_\_ **.00**
- I/we have payday loan debt - Total payday loan debt: \$\_\_\_\_\_ **.00**
- I/we have other debts/loans - Total other loan debt: \$\_\_\_\_\_ **.00**
- I/we have a debt with a rent bank- Total rent bank debt: \$\_\_\_\_\_ **.00**

Total debt: \$\_\_\_\_\_ **.00**

**Are you in bankruptcy or consumer proposal?**

- Yes  No  I don't know

**ADDITIONAL SERVICES OR SUPPORTS**

- I would like information on additional resources and supports in the following areas (see below):
- I am unsure, but I would like to speak with a case manager about additional resources and supports.
- I do not want any further information at this time.

**Potential areas of support (check all that apply):**

- Accessibility and Support (ASL, language translator, legal support)
- Community Supports (2SLGBTQI+, 55+, cultural communities, Indigenous (First Nations, Métis, Inuit), Newcomers, etc.)
- Disability Supports (access, advocacy, health, financial)
- Financial (budgeting, debt management)
- Government Benefits (income assistance, PWD, rent subsidies, supplements)
- Health (counselling, mental health, recovery)
- Housing (advocacy, affordable housing, grants, subsidies)
- Physical Needs (clothing, food, personal items, shelter)
- Safety (experiencing violence/domestic violence, safe homes)
- Other: please specify \_\_\_\_\_

**CONSENT AND AUTHORIZATION**

- I consent to and authorize the following:

I understand that the information I submit on the Pre-Assessment form must be true, that the local rent bank will rely on the information I submit and if anything I submit on the form is not true, my application for a loan may be disqualified.



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I understand that by submitting my Pre-Assessment form, I am giving my consent to the BC Rent Bank and the local rent bank(s) to collect, use and disclose my personal information as follows:

- to determine my eligibility for rent bank services, including reviewing and assessing my application and redirecting my application to a different rent bank where appropriate;
- to provide me with rent bank services, to administer any loan provided, to keep a history of my application, repayment history and any supplementary services offered, and to comply with legal requirements;
- for statistical purposes, after my information is anonymized so it can't identify me, to allow BC Rent Bank to understand the needs for rent bank services in BC and to improve rent bank services; and
- Information about me in files from any previous applications to a rent bank in BC may be reviewed if necessary as part of the Pre-Assessment and Application process.

I understand I can withdraw my consent at any time, but the rent bank may not be able to provide services. If I have any questions about this, I can ask the rent bank that is working with me.

I consent to being contacted to participate in a follow up survey to help BC Rent Bank assess the impact of rent bank services. I understand that I can choose at the time of the survey whether or not I want to participate and my choice will not affect what rent bank services I get.

I understand that the BC Rent Bank project and the local rent bank(s) provide services to help people with housing problems, but don't provide or guarantee housing, and I confirm that they are not responsible for my housing at any time.

I release the BC Rent Bank and the local rent banks and their employees, contractors, partner agencies and funders from any liability for act or omission done in the course of providing the rent bank services, including any supplementary services.

### **Notification Statement**

The BC Rent Bank and its partners are committed to protecting your privacy. We collect your personal information to determine your eligibility for services, to provide you those services, and to properly administer and document those services, such as loans. We collect this information from the applications you fill out, and from previous applications you may have made to a rent bank in BC.

We also use your information, once anonymized, to evaluate whether the services we are providing are meeting your needs and to improve them for all British Columbians.



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We are subject to BC's Personal Information Privacy Act (PIPA), which governs the collection, use and disclosure of your information, but also to financial law. This means we or the rent bank in your region may also need to collect information about you to ensure that we comply with those laws.

Our application form will ask for your consent to collect your personal information. Without your consent we may not be able to provide you with our services. It will also ask your consent to participate in a survey. You can refuse to participate in the survey without it affecting whether you receive our services.

BCRB helps to make these services available across British Columbia by providing this preassessment form, however it's local rent banks in your region who actually make decisions about your loan. We work with these partners to make sure that only the people who need to access your information to provide these services can access the information.

For more information, you may contact our Privacy Officer using the contact information is below.

Privacy Officer  
312 Main St  
Vancouver BC V6A 2T2  
privacy@bcrentbank.ca  
604-877-8453

For more details about our privacy practices click [here](#).

For more details about our Terms of Use, click [here](#).

By submitting this form, you consent to and authorize the statements listed above.

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## **SUBMISSION INSTRUCTIONS**

Once you have completed this form, please contact your local rent bank to submit.

To find your local rent bank, visit: <https://bcrentbank.ca/locations/>