**TRI-CITIES SHARE RENT BANK**

**GENERAL INFORMATION**

The Tri-cities SHARE Rent Bank offers a short term loan for rent or utilities for individuals experiencing a temporary financial crisis.

The Rent Bank Coordinator is available Mondays, Tuesdays, Wednesdays and Thursdays.

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| SHARE Family & Community Services  3020 Lincoln Avenue #104,  Coquitlam BC V3B 6B4  Reception: 604-540-9161  Office Hours: Mon-Fri 9:00 am-4:00 pm  Website www.sharesociety.ca | SHARE Rent Bank Coordinator  Esther Uwimana  T: 604-529-5146  Email: esther.uwimana@sharesociety.ca |

**MAXIMUM LOANS: *Rent/Security Deposit:*** Individual $1,200

Family $2,400

***Utilities (Heat, Hydro) Arrears***: $400

Loans are paid to the landlord or utilities provider. The applicant is responsible for the repayment of the loan to SHARE Family & Community Services.

Getting a loan takes 5-45 days depending on how quickly you are able to provide information and whether landlords/utilities are able to verify information.

You will need to be able to demonstrate that the loan will stabilize your situation long-term (at least 90+days).

***PLEASE NOTE THAT TALKING WITH THE RENT BANK COORDINATOR OR COMPLETING FORMS DOES NOT MEAN YOU HAVE BEEN APROVED FOR A LOAN. LOANS ARE ONLY APPROVED ONCE YOU SIGN FINAL LOAN DOCUMENTS IN PERSON WITH THE RENT BANK COORDINATOR.***

## APPLICATION PROCESS

## STEP1:

Pre-Assessment form should be completed and submitted **either** online via the BC Rent Bank website [https://apply.bcrentbank.ca/apply/share-tri-cities](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapply.bcrentbank.ca%2Fapply%2Fshare-tri-cities&data=04%7C01%7Cgina.hortelano%40sharesociety.ca%7Cc49f542b34e24e91318008d99a5d6d47%7C5ca8e261aa994da2a824d9414b7a736b%7C0%7C0%7C637710548437087602%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=sqo18AXeGJhZWvaxJXayZw5F942Z0QGaMo5xBanluHQ%3D&reserved=0) **OR** by email to  [**esther.uwimana@sharesociety.ca**](mailto:esther.uwimana@sharesociety.ca) **OR** in person during our business hours. If you do not have access to a personal email, please call the Rent Bank Coordinator at 604.529.5146 or our office reception at 604.540.9161. Completed pre-assessment forms will be reviewed in the order they are received.

## Call or email the Rent Bank Coordinator for information. Or review the information on the SHARE Website.

Call: 604-529-5146.

Email: [esther.uwimana@sharesociety.ca](mailto:esther.uwimana@sharesociety.ca)

Website: <https://sharesociety.ca/tri-cities-share-rent-bank>

## STEP 2:

Complete t**he Review Form and send it to** [esther.uwimana@sharesociety.ca](mailto:esther.uwimana@sharesociety.ca) or drop it off atSHARE Family & Community Services 3020 Lincoln Avenue #104, Coquitlam BC V3B 6B4.

## If you would like help with the form, please call the Rent Bank Coordinator at 604-529-5146

The Rent bank Coordinator will look at the Review Form and let you know about whether we can go to Step 3.

## STEP 3:

The Rent Bank Coordinator will let you know if you qualify to complete the Application Form. She will send you the form and tell you the other information that is required. She can help you complete the form or you can complete it on your own.

Once the application is completed and you have given us all the required documents the Rent Bank Coordinator will be in touch with your landlord/utility to review the situation. She may need to contact others to verify your information. She will only contact people with your permission.

Loan Applications are reviewed by the Loan Committee which decides to approve or deny a Loan Application.

**Step 4**

If your loan gets approved, the Rent Bank Coordinator will schedule a meeting with you to sign a loan agreement and a loan repayment plan.

***Please note that Loans are paid to the landlord or utilities provider.***

We will ask your landlord or utilities provider to confirm with you when the payment is completed.

**ELIGIBILITY REVIEW**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moving to Tri-Cities?  Yes  No  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Contact By:  Phone  Email  Both  Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_  Gender:  Male  Female  Other Year of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(have to be 19 years or older) |

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| Marital Status:  Single  Common Law  Married  Divorced  Widowed  Other  Household composition: # of adults: \_\_\_\_\_\_ # of children/dependents:\_\_\_\_\_ |

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| Legal status**:**  Canadian Citizen  Landed Immigrant  Permanent Resident  Convention Refugee  First Nations  Other: |

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| Do you have 2 pieces of government issued IDs (**one must be photo ID**)?  Yes  No  Application type**:**  Single person household  Family Household |

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| INCOME (CHECK ALL THAT APPLY):  Employment:  Full-time  Part-time *(We will ask for pay Stubs: up to 3 months)*  Self-Employed  Income Assistance (IA)  Benefits (WCB)  Child Support/ Alimony Child Tax Benefits  Person’s with Disability (PWD)  Pension(s)/ CPP / Old Age Security (OAS)  Employment Insurance (EI)  Person’s w/ Persistent Multiple Barriers (PPMB)  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| What is your current housing emergency? (Please check all that apply) |
| Behind in Rent  Received Eviction Notice (Verbal/Eviction Warning)  Cannot make next month’s rent  Already Evicted/Currently Homeless  Received Utilities Disconnection Notice  Behind in Utilities  Utilities already disconnected  Need Damage Deposit Need 1st month’s rent  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How much do you owe in rent (rental arrears)? $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you need a security/damage deposit or next month’s rent, how much do you need? $ \_\_\_\_\_\_\_\_\_\_\_\_  If you require assistance with utilities, how much do you owe? $\_\_\_\_\_\_\_\_\_\_\_  **How much are you ab**le **contribute towards your rent or utilities** $\_\_\_\_\_\_\_\_\_\_\_\_ |

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| How many income earners live in your house? \_\_\_\_\_\_\_\_\_\_  Your total monthly income after taxe**s**: $  Total monthly household income after taxes (total income from all earners): $  How much do you received in Child Tax Benefits: $  What is your total monthly rent? $  What are your total monthly expenses (including rent)? $  Do you have a bank account? Yes No  Do you have? (Check all that apply): Credit Card Debt Payday Loans Other Loans  Can you provide 3 months of bank account statements? Yes No  What is your current totalamount of debt? $  What is your total household debt (includes all members of your household)? $  How much are you paying MONTHLY towards your current debt? $  Is your housing subsidized? Yes No If your answer is YES, please provide the name of the  Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Have you recently declared bankruptcy? Yes No  Do have any un-discharged bankruptcies? Yes No  Do you have any outstanding loans with the SHARE Rent Bank or any other Rent Bank? Yes No  If yes, which Rent Bank and how much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ |

*Please send completed form to:* [*esther.uwimana@sharesociety.ca*](mailto:esther.uwimana@sharesociety.ca) *or drop it off at SHARE Family & Community Services 3020 Lincoln Avenue #104, Coquitlam BC V3B 6B4* ***Please note that completing this form DOES NOT guarantee a Loan approval.***

Any Questions? Please contact: SHARE Rent Bank Coordinator, Esther Uwimana, at 604-529-5146 or by email: Email: esther.uwimana@sharesociety.ca