**PRE-ASSESSMENT FORM**

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, Wednesdays and Thursdays or by appointment.

***PLEASE NOTE THAT THE RENT BANK PROGRAM HAS LIMITED FUNDING***

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| **MAXIMUM LOAN AMOUNT:** |
| FOR RENT/DAMAGE DEPOSIT | UTILITIES ARREARS$300 |
| Individual | $800.00 |
| Family | $1600.00 |

A Pre-Assessment form, available on our website or our Lincoln office, once completed can be submitted at any time vial email or in person Monday through Friday during our office hours at our Lincoln office location:

SHARE Family & Community Services

 3020 Lincoln Avenue #104,

Coquitlam BC V3B 6B4

Reception: 604-540-9161

Office hours: Mon-Fri 8:30 am- 4:00pm

Esther Uwimana

T: 604-529-5146

Email: esther.uwimana@sharesociety.ca

# APPLICATION PROCESS

## STEP1: PRE-ASSESSMENT FORM

The first step is to complete and submit the Pre-Assessment form. Forms will be reviewed and in the order they are received. All applicants will be contacted within 1-3 working days for follow-up. **Please note that completing this form DOES NOT guarantee loan approval**

## STEP 2: PRE-ASSESSMENT FORM

If eligible, you will be contacted to complete a Loan Application. Loan Applications are reviewed and processed in the order that they are received. **Please note that completing a Loan Application DOES NOT guarantee a Loan approval**

## STEP 3: LOAN REVIEW

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

# ELIGIBILITY CHECK LIST

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

 *(On which you are submitting the Pre-Assessment form*)

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Contact By:  Phone Email

Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Code: \_\_\_\_\_\_\_\_\_ Residence of Tri-Cities:  Yes  No  Moving to Tri-Cities

 Gender:  Male  Female Other Age: \_\_\_\_\_\_ (**have to be 19 years or older**)

|  |  |  |
| --- | --- | --- |
| **Legal Status:** Canadian Citizen  Landed Immigrant  Permanent Resident  Convention Refugee  First Nations  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Marital Status:** Single Common Law Married Divorced Widowed Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Household composition:**  |
| Number of adults in the household: |  |
| Number of children/dependents in the household:  |  |
| **Total Number of People in the Household:**  |  |

|  |
| --- |
| Do you have 2 pieces of government issued IDs (**one must be photo ID**)? Yes  No Is this an application for: Individual  Family   |

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

How many income earners live in your household? \_\_\_\_\_\_\_\_\_\_

**Applicant’s total monthly income after taxes**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total monthly household income after taxes (total income from all earners)**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How much to 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 the **total amount of your present 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **What is your current housing emergency? (Please check all that apply)** |
|  Received Eviction Notice  Already Evicted/Currently Homeless  Cannot make next month’s rent  Behind in Rent  Received Verbal Eviction Warning  |  Received Utilities Disconnection Notice Utilities already disconnected Behind in Utilities Need Damage Deposit Need 1st month’s rent |

What is the cause of your current crisis?

 Job related/Loss  Injury/Illness New in town Loss of other source of income

 Awaiting EI Awaiting IA Abandonment/Separation Vehicle break down

 Other (*please be more specific)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| What other sources of financial assistance have you sought?   EI  WCB  Social Assistance  CPP  Family  Friends  Other |
| What was the result? Declined by other sources  Accessing other sources  Not tried other sources |

How much do you owe in rent (rental arrears)? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you need a 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 able **contribute towards your rent or utilities** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*Please note that completing this form* ***DOES NOT*** *guarantee a Loan approval.*