



VANCOUVER RENT BANK

APPLICATION DOCUMENT CHECKLIST

Mandatory Documentation:

(Must be received before application is processed)

- Application Form
- Service Agreement
- UBC Research Release (if participating)
- Three months of up to date statements for **ALL** Bank Accounts & Credit Cards
- Recent household utility bills (Hydro & Fortis)
- Proof of Tenancy (see below options for proof of tenancy)
- Eviction Notice (ONLY if applicable)
- Void Cheque or Automatic Withdrawal Slip

PROOF OF INCOME:

NOTE: If all sources of income are directly deposited into your bank account, three months of bank statements will be enough. Please label income if not clearly identified.

If your income is not directly deposited please include the documents relevant to your situation:

Employed

- Pay Stubs (Most Recent, Minimum of two)
- Letter from employers/contract (With salary or hourly wage and hours)

Self-Employed

- 2010 & 2011 Income Tax Return

Pension:

- Old Age Security Pension (OSP) Statement
- Canadian Pension Plan (CPP) Statement

Government Support:

- Employment Insurance Statement
- Income Assistance Statement
- PWD Statement (Persons with disability)
- PPMB Statement (Persons with persistent multiple barriers)

Other Sources:

- Child Tax Benefit Statement
- GST/ HST Credit BC Statement
- Climate Action Tax Credit (BCCATC) Statement
- Child Support / Alimony Payments

PROOF OF IDENTIFICATION:

(For both Applicant and Co-Applicant)

- Two pieces of Canadian ID, one with picture (Ex. Passport, BC identification card, other provincial issued identification)

Must bring ID to Secondary Evaluation

PROOF OF TENANCY DOCUMENTS:

Note: must clearly indicate the name of applicant, address reported by the applicant, Landlord's name and amount of monthly rental payment

- Eviction Notice (ONLY if applicable)
- Lease / Tenancy Agreement
- Rental Agreement
- Rent Receipts (Minimum of two from the last six months)
- Rental Payment Ledger (Provided by landlord)

Name of Applicant: (Please print)

Signature of Applicant:

Date of Application: (MM/DD/YYYY)