

## Beausoleil First Nation Housing Application Procedures

1. Minor Capital Renovations
2. CMHC RRAP
3. Rental Applications

When funding is available, the following steps are necessary and followed to ensure a fair process for the access to housing assistance by community members. Applications for these three housing programs are available during posting only.

- A notice is posted, inviting eligible Beausoleil First Nation Members to apply. It is to the applicant's advantage to fill the application to its entirety. Applicants are encouraged to attach a cover letter to their application, if there is any additional information they wish the Housing Committee to consider during selection.
- Completed applications are **STRICTLY CONFIDENTIAL** and are to be delivered or mailed to the First Nation Administration Office to the Attention of the "Administrator".
- Submitted applications are placed in an envelope, to be sealed on the deadline date, and re-opened at the time of selection. Each applicant meeting the eligibility criteria set out in this policy are processed through a point system based on needs. Applicants are further assessed by the Housing Committee who make final recommendation to Council.
- Completed applications received will be processed accordingly and kept on file, appropriate correspondence is sent to each applicant upon approval & rejection.

### The Selection Process

- After the posting deadline, the Housing Committee will meet to review all applications received and then complete a screening process for eligibility criteria.
- Each applicant meeting the criteria set out in this policy will be processed equally, using the point system based on needs.
- If the Beausoleil Housing Committee deemed necessary, personal interviews will be conducted with the applicants.

**References are required from each applicant, to be submitted with application as follows:**

Results from the Point System Evaluation will be organized, compiled and presented to Council for final approval. All applications processed will be notified by the Housing Committee or Housing Department once recommendations have been approved by Council.

**Please ensure that you attach the following with your rental application package:**

\*Attach this checklist with your application

1. BFN Rental Unit Application Form
2. Cover Letter
3. Hydro Reference (Copy of most recent hydro bill)
4. Rental Reference
5. Verification of Income (i.e. pay, social assistance, and/or ODSP stub)

It is to the applicant(s) benefit to ensure that you include the above information with your rental application package.