

## Homeowner Application

Effective January 2021

### Application Instructions

**Step 1** – Check if you are eligible.

**Step 2** – Complete the Application Form.

**Step 3** – Get an in-home Occupational Therapist (OT) or Physical Therapist (PT) Assessment (if required). Visit [www.bchousing.org/BC-RAHA](http://www.bchousing.org/BC-RAHA) for more information on how to find an OT or PT.

**Step 4** – Have the OT or PT complete the Assessment Form (if required).

**Step 5** – Submit your completed application, supporting documents, and Assessment Form (if required) to:

#### **BC Rebate for Accessible Home Adaptations**

**101 – 4555 Kingsway  
Burnaby, BC V5H 4V8**

### Avoid processing delays

Funding is limited, therefore fully completed applications with all supporting documents will be reviewed in the order they are received.

Applications must:

- Be complete, signed and dated
- Have all sections and declarations complete
- Include all supporting documents as listed in the attached checklist
- Include the Assessment Form, completed by an Occupational or Physical Therapist (if required).

Applications submitted without required documents can be held for a maximum of 90 days.

The BC Rebate for Accessible Home Adaptations (BC RAHA) provides financial assistance to eligible low- and moderate-income households to complete home adaptations which will allow them to continue living independently in their home.

### Who is eligible?

You may be eligible for BC RAHA if you meet all the following conditions:

1. A member of the household has a permanent disability or loss of ability.
2. The adaptations are directly related to the permanent disability or loss of ability. Some adaptations must be supported by an Occupational or Physical Therapist assessment and recommendation.
3. The homeowner(s) and the person(s) requiring the adaptations must meet one of the following Citizenship requirements: Canadian citizen, or authorized to take up permanent residence in Canada, or Convention refugee; and are not under private sponsorship.
4. Gross household income does not exceed \$117,080
5. Household assets are less than \$100,000 (excluding the value of the home to be adapted).
6. The home for adaptation is owner-occupied and is the principal residence of the person(s) requiring adaptations.
7. The home's BC Assessment value is below the Home Value Limit (HVL) for your assessment area.

Additional information is available online at

[www.bchousing.org/BC-RAHA](http://www.bchousing.org/BC-RAHA) or by calling the BC RAHA office at the number below.

Please review the following checklist to make sure that all required information is included with your application. Fully completed applications will be reviewed first, in the order in which they are received. **Please do not submit original documents.**

<p><b>1. Income Tax Information</b> (required for all homeowners and household members aged 19 and over)</p> <p><input type="checkbox"/> Most recent <b>Notice of Assessment</b> from Canada Revenue Agency (CRA)</p> <p><b>Note:</b> If you do not have your Notice of Assessment you can submit a Proof of Income Statement (Option C print) from CRA. This can be obtained by either logging into your CRA My Account at <a href="http://www.cra.gc.ca/myaccount">www.cra.gc.ca/myaccount</a> or calling CRA at 1-800-959-8281.</p>
<p><b>2. Proof of Assets</b> (required for all homeowners and household members aged 19 and over)</p> <p><input type="checkbox"/> Copies of recent bank summaries and statements from <b>all</b> bank accounts clearly stating the account holder's name</p> <p><input type="checkbox"/> Other statements showing total value of asset(s)</p>
<p><b>3. Proof of status in Canada for all homeowners and the person(s) requiring adaptations</b></p> <p><input type="checkbox"/> If born in Canada, Copy of Canadian birth certificate(s) or Canadian passport(s)</p> <p><input type="checkbox"/> If not born in Canada, please provide <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>▪ Record of Landing (IMM1000) or Confirmation of Permanent Residence (IMM5292)</li> <li>▪ Any immigration document showing the date landed and the immigration code</li> <li>▪ Canadian Citizenship Card, if you have been a Canadian Citizen for more than eight years</li> </ul>
<p><b>4. Proof of address for person needing adaptations</b></p> <p><input type="checkbox"/> Utility bill or government issued ID showing residential address</p>
<p><b>5. Assessment Form (if applicable)</b></p> <p><input type="checkbox"/> Completed by an Occupational or Physical Therapist</p> <p><input type="checkbox"/> Invoice for Therapist assessment fee (if charged)</p>
<p><b>6. If the homeowner is a member of a housing co-operative</b></p> <p><input type="checkbox"/> A letter from the co-operative stating:</p> <ul style="list-style-type: none"> <li>▪ The development does not receive subsidy from any level of government</li> <li>▪ Confirming the number of units in the development</li> <li>▪ Approval of the requested adaptations</li> </ul> <p><input type="checkbox"/> Confirmation of membership/share purchase</p>
<p><b>7. If the home is a mobile home and the homeowner pays pad rent</b></p> <p><input type="checkbox"/> Approval from landowner or authorized agent for any exterior adaptations</p>

FOR OFFICE USE ONLY

File: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Print Clearly**

### 1. Household Information

Include all individuals registered on title of the property and everyone else permanently residing in the home. If required, attach additional names on a separate sheet.

	Last Name	First Name(s)	Relationship to Applicant	Date of Birth (dd/mm/yyyy)	Sex	Born in Canada?	Under private sponsorship?
1.			Homeowner			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 2. Property Information

Apt #	Street #	Street name	
City			<b>B.C.</b> Postal code

#### 2a. Mailing Address *Mail will be sent to the residential address, except for rural areas with no mail delivery*

Mailing address	
City	<b>B.C.</b> Postal code

#### 2b. Type of Property

<input type="checkbox"/> Single-detached home	<input type="checkbox"/> Multiple: duplex/apartment/townhouse
<input type="checkbox"/> Manufactured/trailer/mobile home	<input type="checkbox"/> Other: _____
Have you previously received financial assistance through HAFI (after April 2019) and/or BC RAHA?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

### 3. Contact Information

Home phone ( ) -	Cell phone ( ) -	Work phone ( ) -
Optional: Name of person we can leave messages with		Message person phone number ( ) -
Optional: Authorized contact* name and relationship to you		Authorized contact phone number ( ) -

\*By providing an authorized contact, you are giving permission for BC Housing to exchange information with that authorized contact in order to maintain and update your BC Rebate for Accessible Home Adaptations file. To remove an authorized contact, please contact BC Housing.

#### 4. (Optional) Do you or anyone in your household identify as being an Indigenous person of Canada?

<input type="checkbox"/> Yes <input type="checkbox"/> No
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## 5. Income Information

The 2021 income limit is \$117,080

Is your gross annual household income as reported on Line 15000 of your most recent Income Tax Return(s), plus any non-taxable income, within the limit?  Yes  No

*If no, and anyone in your household receives the Disability Tax Credit as shown on Line 31600, 31800, or 32600 of your Income Tax Return, please provide proof as this amount can be used to reduce your household income.*

*Note: the income limits are subject to change, for the most up to date income limits visit [www.bchousing.org/BC-RAHA](http://www.bchousing.org/BC-RAHA)*

## 6. Asset Information

Are your total household assets, excluding the value of the property to be adapted, less than \$100,000? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you own any Canadian or Foreign property, excluding the home you live in? <i>e.g. house, cottage, townhouse, condominium, land, commercial property, etc.</i>	Property Value (\$)
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>*If yes, you must provide proof of value of the property.</b>	

## 7. Adaptations

***The following is a list of basic adaptations that can be completed without an Occupational or Physical Therapist Assessment (OT/PT). For adaptations not listed below, an OT/PT assessment will be required; please see the enclosed OT/PT Assessment Form for a full list of eligible adaptations.***

To be eligible, the selected adaptations must directly address your permanent disability or loss of ability and improve your ability to perform the basic activities of daily living.

Please select all that you wish to apply for, rebates are limited to a maximum of one (1) of each adaptation unless otherwise noted. If approved, you will receive an approval letter outlining the maximum rebate for each approved adaptation. For more information on available rebates, please visit [www.bchousing.org/BC-RAHA](http://www.bchousing.org/BC-RAHA) for the Maximum Rebate Schedule.

\*Please note: rebates will not be paid for any work or purchases carried out before written confirmation of approval from BC Housing

### Bathroom:

- Handheld showerhead
- Shower seat – free standing
- Single lever sink faucet
- Grab bar, quantity: \_\_\_\_ (max 3)

### Kitchen:

- Single lever kitchen faucet

### Entering the home:

- Lever door handle (keyed), quantity: \_\_\_\_ (max 2)

### Other areas:

- Multiple-cue fire/carbon-monoxide alarm (hearing impaired only), quantity: \_\_\_\_ (no max)
- Lever door handle (not keyed), quantity: \_\_\_\_ (max 4)

*Please describe your permanent disability or loss of ability and how the selected adaptations will improve your ability to perform your activities of daily living:*

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**PLEASE READ AND SIGN**

**I/We declare:**

- that I/we are the owner(s) of the property identified in this application, and that this is my/our application, and that all the information in it is true, correct and complete in every respect; fully discloses my/our household income and assets from all sources; and accurately represents my/our current living circumstances.
- that I/we have received authorization from all household members, authorized contacts, and anyone that helped me/us complete this form to provide their personal information.

**I/We permit:**

- BC Housing to verify any of the information I/we have provided in this application in order to assess my/our eligibility for assistance under the BC Rebate for Accessible Home Adaptations.

**I/We acknowledge and understand that:**

- it is my/our responsibility to promptly provide, or cause to be provided, all information and documentation that is reasonably requested by BC Housing to determine my/our eligibility for assistance and/or for audit or inspection purposes, including verification from a qualified individual to confirm the permanent disability or loss of ability if requested.
- I/we are responsible to immediately inform BC Housing of any changes in my/our address, principal residence, family size so that my/our eligibility for assistance can be determined accordingly.
- BC Housing reserves the right to review and refuse any items that are not directly related to a permanent disability or loss of ability, or considered to be a duplicate or previously funded adaptations.
- any work carried out before written confirmation of approval from BC Housing is not eligible for assistance.
- if approved, the assistance is subject to the terms and conditions set out in BC Housing’s final approval letter.
- BC Housing may audit or inspect my/our property during or after adaptations and that assistance may be adjusted or denied if the audit or inspection reveals errors or omissions in any information.
- if I/we wish to withdraw this Declaration and Consent, I/we may do so at any time in writing to BC Housing, however withdrawal will result in my/our being ineligible for assistance through the BC Rebate for Accessible Home Adaptations.

Signature of homeowner	Date	Signature of additional homeowner	Date
Signature of additional homeowner	Date	Signature of additional homeowner	Date

**This application must be signed by all owners registered on title of the property.**

**Purpose of this form:** This form collects personal information for contact purposes and to determine eligibility for assistance through the BC Rebate for Accessible Home Adaptations. The information is collected in accordance with section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your information, please call 604-433-1711 and ask to speak to BC Housing’s Privacy Officer or write to 4555 Kingsway, Burnaby, BC, V5H 4V8.

**Homeowner Information** *As identified as Household Member #1 (homeowner) on page 2 of the Application Form. This information is required to correctly match your Assessment Form to your Application.*

Last name		First name(s)	
<b>Address</b>			
Apt#	Street #	Street name	
City		<b>B.C.</b>	Postal code

**The following is to be completed by an Occupational Therapist (OT) or Physical Therapist (PT).**

*Please complete and sign the sections below for your client to apply for government funded assistance through the BC Rebate for Accessible Home Adaptations (BC RAHA). BC RAHA provides rebates to help offset the cost of home adaptations which will allow them to continue living independently in their home.*

*In order to be eligible for the program, the patient must have a **permanent disability or loss of ability** and the requested adaptations must be directly related to the permanent disability or loss of ability and assist with accessibility or basic activities of daily living within the home.*

Name of client(s) requiring adaptations: \_\_\_\_\_

Have you observed the client(s) functioning in the home?  Yes  No

Please indicate if the client(s) uses the following **in the home**:

- Wheelchair/mobility scooter
- Walker

Please describe the client's specific permanent disability or loss of ability and how this impacts their ability to perform basic activities of daily living in the home (i.e. bathing, toileting, cooking, access to and from/within the home etc.). Please attach a separate page if required.

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Has the condition lasted at least 12 months or is reasonably expected to last at least 12 months?  Yes  No

*If no, please explain:*

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Continued on next page...

The following is a list of eligible adaptations, please only select those that apply directly to the permanent disability or loss of ability and will improve the client's ability to perform the basic activities of daily living.

Please select all that your client would benefit from, rebates are limited to a maximum of one (1) of each adaptation unless otherwise noted. If approved, your client will receive an approval letter outlining the maximum rebate for each approved adaptation. For more information on available rebates, please visit [www.bchousing.org/BC-RAHA](http://www.bchousing.org/BC-RAHA) for the Maximum Rebate Schedule.

**Please note:** the program does not fund adaptations for therapeutic purposes such as soaker or jetted tubs for pain relief, or adaptations for ease of cleaning (i.e. easier to clean flooring, fixtures etc.)

### Bathroom

- Single lever sink faucet
- Handheld showerhead
- Shower seat – free standing
- Shower seat – attached/wall mounted
- Tub to walk/wheel-in shower
- Grab bar, quantity: \_\_\_\_ (max 3)
- Raised toilet
- Toilet frame
- Raised toilet seat
- Lower counter to accessible height
- Drawer glide in vanity, quantity: \_\_\_\_ (max 2)
- Non-slip vinyl flooring

### Kitchen

- Single lever kitchen faucet
- Lower counters to accessible height
- Drawer glide in base cabinet, quantity: \_\_\_\_ (max 4)
- Non-slip vinyl flooring

### Entering the Home

- Exterior ramp
- Level uneven surfaces
- Widen exterior door, quantity: \_\_\_\_ (max 2)
- Lever door handle (keyed), quantity: \_\_\_\_ (max 2)

### Other

- Multiple-cue fire/carbon-monoxide alarms - hearing impaired only, quantity: \_\_\_\_ (no max)
- Lever door handle (not keyed), quantity: \_\_\_\_ (max 4)
- Interior ramp
- Straight stairlift (interior or exterior)
- Curved stairlift (interior or exterior)
- Replace unsafe flooring
- Widen interior door
- Move electrical switches/outlets to accessible height, quantity: \_\_\_\_
- Transfer aid

Other adaptations will only be considered under extenuating circumstances where standard program adaptations cannot provide adequate independence and accessibility within the home. If approved, BC Housing may cap the rebate at the amount of other comparable adaptations or may require the applicant to obtain contractor estimates.

Please provide a detailed description of the required adaptation and how it will address the specific permanent disability or loss of ability. Please attach a separate page if required.

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you charge a fee for completing an assessment?  Yes  No If Yes, how much? \_\_\_\_\_

The client will need to submit an invoice for reimbursement.

### Signature

Name	Signature	Date
Registration Number:	Phone number:	