



**Campbell River & North Island Transition Society**  
**SUPPORTIVE SECOND-STAGE TRANSITIONAL HOUSING**  
**PROGRAM APPLICATION**



### Apply in Person!

You can apply in person at:  
**Women's Centre!**

### Application Instructions

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

**Step 2:** Complete, sign and date all sections of the application form.

**Step 3:** Gather and provide copies of supporting documents.

**Step 4:** Submit your application online, via fax, or drop off at our main office.

**Step 5:** Wait at least a week before contacting the office and confirming that they have received your application.

Completed applications with all supporting documents will be reviewed in the order they are received. Applications submitted without all required documents are not considered complete. All applications are held for a year.

### Contact Us

101-1116 Dogwood St, **Hours:**  
Campbell River, BC 9:00pm – 4:30pm  
V9W 3A2 Monday-Friday

**Rose Harbour:** 250-287-7384

**Society fax:** 250-286-6252

**Eagle Harbour:** 250-914-7885

### Privacy Declaration

All personal information collected in this application is for the management of service delivery by Campbell River and North Island Transition Society.

No information will be shared with anyone outside of the organization without the express permission of the applicant/client.

### What is a Supportive Second-Stage Transitional Housing Program?

- A change program that includes time limited subsidized housing with specialized support services to fit clients' needs to encourage self-independence.
- Housing that is staffed with assigned support workers in the building who can offer specialized support services to residents and work on goals.
- Building that includes support services to help promote and maintain a healthy lifestyle.
- A six-month based housing/support contract with the possibility of renewal up to 18 months.

### Who is Eligible to Apply?

- Women with or without children who are impacted by homelessness, abuse, violence and/or addiction.
- Women persons who want to make changes in their lives.

### What are the Conditions of Stay?

- Applicant must be willing to commit to residing without a partner during their residency.
- Applicant must be interested in making self-driven lifestyle changes.
- Applicants must be willing to attend mandatory meetings, such as:
  - Weekly floor meetings
  - Weekly 1:1 session with designated support worker to work on goals
- **Rose Harbour Only:** Applicant must be willing to live in a **pet free** environment.
- **Eagle Harbour Only:** Applicant must be willing to live in a **pet friendly** environment.

### What is the housing/program costs?

- This housing is subsidized by BC Housing and the costs are either 30% of your monthly income, or your shelter portion.
- Hydro, Wi-Fi, laundry and some basic furnishings are included

**\*Please attach all supportive documentation with application**



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**Please do not submit original documents.**

**Required Documents to Attach with Application:**

- **Proof of Identification for all household members**
  - Copy of any government issued identification (front and back)
    - Drivers' licences, BC IDs, Passports, Status cards or Birth Certificates
- **Proof of student status** for all adult dependents aged 19 – 24 who are full-time students.
- **Proof of income or disability assistance** (required for all household members aged 19+)
  - If receiving income assistance or disability assistance from the Ministry of Social Development and Poverty Reduction: copy of cheque stub or confirmation of monthly assistance.
  - If employed: proof of **current** gross monthly income (last three consecutive cheque stubs or letter from employer).
  - Copies of cheque stubs, bank statements showing direct deposit of pensions, or other confirmation of income for any other income source
  - Copy of Notice of Assessment through tax records
- **Proof of assets** (required for all household members aged 19+)
  - Copies of the last 3 months of bank summaries and statements from all financial accounts clearly stating the account holder's name.
  - Copies of property tax assessments for value of property owned and proof of outstanding mortgage(s).

**Submit application with supporting documents by:**

**Person:**

Rose Harbour  
101-1116 Dogwood St.  
Campbell River, BC  
V9W 3A2

**Upload Documents Online:**

*Send saved PDF application and supporting documents digitally by emailing:*  
[ae@annelmorehouse.ca](mailto:ae@annelmorehouse.ca)

*Or by completing application online and uploading documents through website*

**Fax:**

250-286-6252

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**1. I am applying to these locations:**

**ROSE HARBOUR**

**EAGLE HARBOUR**

**BOTH**

**2. Applicant and Contact Information:**

Please provide information about yourself and  your preferred form of communication:

Last Name		First Name(s)		Alias or Nickname's (Optional)	
Birth Date (MMM/DD/YYYY)				Gender/Pronouns	
Current address:					<input type="checkbox"/> I currently have no fixed address
City		Province		Postal Code	
Phone number <input type="checkbox"/>			<input type="checkbox"/> Text is a good way to reach me <input type="checkbox"/> Text is not a good way to reach me <input type="checkbox"/> I can ONLY use text (text-line, no phone-line)		
Email <input type="checkbox"/>					
Alternative number & Relationship of person to applicant <input type="checkbox"/>					

**the unit space requested:**

- Studio suite
- One bedroom
- Two bedrooms
- Three bedrooms
- Wheelchair Accessible Suite
- Pet friendly (Eagle Harbour only)

For office use only:

**Please ignore this section if you are not applying with pets.**

Only Eagle Harbour is a pet friendly building, if you need pet accommodations, you will unfortunately not be suitable for Rose Harbour at this time.

**Pets:**

Though Eagle Harbour is a pet friendly building, all pets must have documentation stating that the pet is spayed/neutered, house trained, vaccinated, "well-behaved" and approved by the Housing Manager prior to move-in.

Do you have any pets?  Yes (I am only applying to Eagle Harbour)  No (Ignore this section)

If so, what kinds? Please indicate breed(s): \_\_\_\_\_  
 \_\_\_\_\_

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**3. List ALL persons who will be residing in the residential premises (including applicant):**

First & Last Name	Birth Date (MMM/DD/YYYY)	Gender:	Relationship to Applicant
			applicant

Are you expecting any changes to your household composition in the next year? If so, please explain:

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**4. Reason for Applying:**

Please note our programs are based on everyone's need for support. Please be specific and transparent in answering these questions.

**Please tick the box or boxes that best describe your current circumstances:**

- |   |   |
|---|---|
| <input type="checkbox"/> I am leaving an abusive situation                            | <input type="checkbox"/> I am staying in a transition house       |
| <input type="checkbox"/> I am staying with others (family, friends, etc.)             | <input type="checkbox"/> I am homeless                            |
| <input type="checkbox"/> I have completed a recovery/treatment program                | <input type="checkbox"/> I received a notice to end tenancy       |
| <input type="checkbox"/> I am diagnosed with a terminal health condition              | <input type="checkbox"/> I am staying in a shelter                |
| <input type="checkbox"/> I am diagnosed with one or multiple mental health conditions | <input type="checkbox"/> I am in early substance/alcohol recovery |
| <input type="checkbox"/> Other - please describe: _____                               |   |

**Are you currently working with any community health teams? Such as ACT, SUIT, AVI, MHSU?**

- Yes                       No

**Do you work with any teams with other organizations? If so, which ones?** \_\_\_\_\_

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**When was the last time you had stable housing? Days: \_\_\_\_\_ Months: \_\_\_\_\_ Years: \_\_\_\_\_**

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Please describe your reason for applying to either or both Supportive Second-Stage Transitional Housing Programs (**please be specific**):

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**5. Rental History:**

Fill this section out to the best of your knowledge, dates do not need to be specific; if you would not like us to contact your previous landlord(s), please indicate why under "no references":

<b>Landlord's name and contact:</b>	<b>Rental Address:</b>	<b>Tenancy dates (FROM – TO)</b>

No references? Please explain: \_\_\_\_\_

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**6. Income Information:**

Please input all different sources of income into separate columns:

<b>FULL NAME OF PERSON RECEIVING INCOME</b>	<b>INCOME SOURCE</b> (Pay stub, EI, IA, PWD, Pension, etc.)	<b>GROSS MONTHLY AMOUNT</b>
		\$
		\$
		\$
		\$

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**7. Disability/Health Conditions:**

List all significant disability/health conditions experienced by any member of your household. This will enable us to make an informed decision regarding your application.

Full Name	Disability/Health Condition

**What changes/goals would you like to make while residing at **Rose Harbour** or **Eagle Harbour**?**

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**REMINDER:** Attach all supportive documents with your application! List of documents needed are on the second page of this application titled "Required Documents to attach with Application"!

**Please read and sign if you agree with this statement:**

I understand that this application does not constitute an agreement on the part of Campbell River and North Island Transition Society to provide me with rental accommodation.

I certify that all the information given in this application is true, correct, and complete in every respect to the best of my knowledge and, if required by Campbell River and North Island Transition Society, can be verified.

I understand it is my responsibility to advise Campbell River and North Island Transition Society of any changes to the information provided.

**Signature:** \_\_\_\_\_ **Dated (MMM/DD/YYYY):** \_\_\_\_\_

Please Note: This application will only be held for a period of one year. Please reapply after one year if you are still interested in our supportive second stage housing program.

**\*Please attach all supportive documentation with application**